

Century

COPYRIGHT BRIEF

FROM ... **DAVID MITCHELL** ... DEPT ... **SCRIPTS** ...

TO: COPYRIGHT DEPARTMENT Copy to: SCRIPT UNIT

I would like to ...
(commission/accept/clear rights/enquire about)

TITLE: **"DOCTOR WHO AND THE TARDIS"** PROJECT NUMBER: **23/2/6/3373/1/3/6/7/8**
"SERIAL 'H'"

AUTHOR: **BILL STRUTTON**

TRANSLATOR/ADAPTOR:

AGENT/PUBLISHER: **MRS. ROBIN DALTON, GPO HENDAY.**

CATEGORY: **SERIAL**

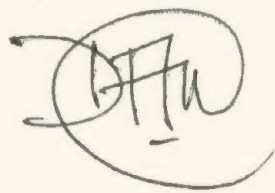
THEME: **SCIENCE FICTION ADVENTURE**

LENGTH: **6 x 25 minute episodes**

TARGET DELIVERY DATE **15.11.64** ... PRODUCTION DATE **Week 3-4** ...

NOTES RE FEE ETC: **RETURN and guineas.**

DATE ... **22.9.64** ... Signed ...
(Lead, Producer, Editor)



FROM: Secretary to Miss Verity Lambert, (505 Union House) PABX Ext.

SUBJECT: "DR. WHO" : SLIDES.

TO: Secretary to Mr. Richard Martin.

4th November, 1964.

The slide captions must be remade each week.

The slides must not be carried over from one week to the next, even if the wording is the same. This is for reasons of matching density.

Valentine Spyer
(Secretary to Verity Lambert)

vas.

From: Secretary to Miss Verity Lambert (535 Union House) PABX Ext.

Subject; GRAPHICS.

To: Secretary to Mr. Richard Martin.

4th November, 1964.

This is to remind you that all graphics, including captions, now have to be budgeted for in accordance with the memo. from Mr. Ian Atkins of 17th February, 1964, copy of which can be seen in this office.

Valentin Speyer

vas.

(Secretary to Verity Lambert)

Secretary to Mr. Richard Martin.

From: Miss Verity Lambert (505 Union House) PABX Ext.

Subject: "DOCTOR WHO" : P. AS Rs. 4th November, 1964.

To: All Secretaries to Directors on "DR. WHO".

When typing your P.as Rs., would you please put "Ron Grainer and the BBC Radiophonic Workshop" and ~~not~~ "Ron Grainer and Ensemble", as this latter wording leads to confusion.

vas.

Verity Lambert
VC (Verity Lambert)

From: Secretary to Verity Lambert, (505 Union House) PABX Ext.

Subject: "DOCTOR WHO" : WARDROBE CREDITS.

To: Secretary to Mr. Richard Martin. *not at beginning* 4th November, 1964.

We have been asked by Costume Department to give the Costume Supervisor a credit at the beginning and end of each "DOCTOR WHO" serial, to be worded:

Costumes Supervised by.....

We would be most grateful if you would do this.

vas.

(Secretary to Verity Lambert)

From:- Secretary to Verity Lambert.

Subject:- DR. WHO.

To:- Secretary to Mr. Richard Martin.

4th November, 1964.

Would you please send 5 copies of the camera script and 3 copies of the P as R of each episode to this office. One camera script is for the Transcription Editor and is required before the recording. The rest are for Television Enterprises and may be delivered afterwards.

Should your Director do any creative editing to the recording, please let me have a marked "as edited" script within 5 days of recording. I will pass this on to S.A.Tech.Tel.E. so that Enterprises can edit in the same way.

Thank you.

Valerie Brown

vas.

(Secretary to Verity Lambert)

From: Mr. Mervyn Pinfield (503 Union House) PABX Ext.

Subject: "DR. WHO" : TRANSFERS.

To: Secretary to Mr. Richard Martin. 4th November, 1964.

As you will know, the last 3 minutes of videotape is transferred to 35mm. film for the trailer for the following week.

This is done every Monday following the Friday recording. Please could you telephone Videotape Supervisor on Ext. every Monday morning first thing, giving him the VT number for the previous Friday's recording and also which 3 minutes he should transfer as, in the case of retakes, the correct piece will not necessarily come at the end of the tape.

It is, of course, necessary to give your film editor instructions re this transfer, i.e. exactly which piece of this 3 minute film will be required and whether it is to have a leader or be spliced onto opening title film etc.

If you do not require this trailer, please make sure to inform Videotape Supervisor and Organiser, Serials, D.Tel. (Ext.) IMMEDIATELY on Monday morning, so that the transfer does not take place.

vas.

Valerie Brown
11 (Mervyn Pinfield)

From: Secretary to Verity Lambert, (505 Union House) PABX Ext.

Subject: "DOCTOR WHO" : REHEARSAL SCRIPTS.

To: Secretary to Mr. Richard Martin.

4th November, 1964.

Please could you send a set of rehearsal scripts to Miss Ursula Eason, Assistant Head of Family Programmes, Room 2056, Kensington House, as soon as they are ready, so that she can prepare her synopses for deaf children.

vas.

Valentine Adams
(Secretary to Verity Lambert)

Mr. Richard Martin.

From: Miss Verity Lambert (505 Union House)

PABX Ext.

Subject: RECORDING BREAKS.

To: All Directors : "DR. WHO".

At the present time we are only allowed five planned breaks in each recording. If you, by any chance, need any more than five, will you please inform me.

vas.

Verity Lambert
(Verity Lambert)

VERITY.

13th November, 1964.

Serial N Episode 1.

Shirley in Terry Cook's office rang
to say that the recording of
Serial N Episode 1 on

Friday, 22nd January, 1965 (Week 3)

will be from 8.45 p.m. - 10.00 p.m.
instead of 8.30 p.m. - 9.45 p.m.

VL

Ext.

(Copy: Richard Martin)

Mr. Richard Martin.

From: Verity Lambert, (505 Union House)

PABX Ext.

Subject: FADES TO BLACK.

26th November, 1964.

To: All Directors.

To facilitate Television Enterprises, could you please arrange

- a) a fade to black immediately after the opening titles or, alternatively, immediately after the 20 second trailer of the previous week.
- and b) to fade to black at some point around half-way through the script of each episode. This point will, in fact, be indicated on the script by the Story Editor.

vas.

Verity Lambert
(Verity Lambert)

VERITY.

26th November, 1964.

Norman Stewart called in, asking
if we knew who the film cameraman
would be on

Serial N filming in Week 1.

Richard would very much like to have
Peter Hamilton if possible.

I rang Hugh Wilson's office, who
said it was too far ahead to know
and they hadn't allocated anyone yet.

I said we would like Peter Hamilton
if possible. They told me he was
on the sick list at the moment,
but would probably be back by then.

John
EXT.

TELEVISION RECORDING REQUESTPART ONE

From Terence Cook (Producer) Dated 30.11.64.

To: Telerecording Clerk, Room 6050, Main Block T.C.

A. REQUEST FOR 35 mm RECORDING / TRANSFER

Productions: (Delete as appropriate) No: 35/ /.....
(To be filled in by
Telerecording Clerk)

Date: With Sepmag } Delete as
Without Sepmag } appropriate

B. REQUEST FOR 16 mm RECORDING

Productions: No: 16/ /.....
(To be filled in by
Telerecording Clerk)

Date: With Sepmag Direct Positive } Delete as
Without Sepmag Negative Positive } appropriate

C. REQUEST FOR TAPE RECORDING / TRANSFER BBC-1

Productions: DR. WHO - 1/6 'N' (Delete as appropriate) 23/1/4/3373 No: 45/125751
(To be filled in by
Telerecording Clerk)

Date: 22.1.65. NOTE: The tape will be wiped within 24 hours of transmission/transfer
Week 3. unless (a) instructed under 'K' below, or (b) a separate
request for retention is issued after transmission.

D. SOURCE OF 35/16 Tape Recording / TRANSFER : TX R.1.
(Delete as appropriate)

E. LENGTH OF PROGRAMME : 25'
or NUMBER AND LENGTH OF INSERTS : 45 2200
RECORDING / TRANSFER TIME : 20' - 2200
(Delete as appropriate)

G. REHEARSAL TIME :
(To be filled in only when rehearsal of a tape insert is involved)

H. DATE AND TIME OF TRANSMISSION : 13.2.65.

J. CHARGE TO :
(Applicable to 35/16 mm bookings only)

K. SPECIAL INSTRUCTIONS : Editing booked

Signed R. Martin (PABX 4097/8) (Producer) Terence Cook (Organizer)
(Terence Cook)

PART TWO

From: Telerecording Clerk

To: (35/16 mm bookings) Organizer; Telerecording Manager; Telerecording Editor; Mr. Ivor Smith; Studio Bookings; Film Library;
Film Costing Dept; TEL. O & M.....
(Tape bookings) Organizer; Mr. West; Telerecording Manager; Studio Bookings; Film Library; Mr. Ivor Smith;
TEL. O & M.....

The above booking has been accepted as per details/amended details, shown in Part One.

(Signed) 3/12/64 Date: 3/12/64

Serial N.

Director:	Richard Martin
P.A.:	Korman Stevart
A.F.M.:	Gillian Charlet
Secretary:	Barbara Cannell.
Designer:	John Wood.
Costume:	Daphne Dare.
Make-Up:	Sonia Markham.
Film Editor:	Gitta Zadek.

Richard Martin, 501 Union House. FAX

"DR. WHO" SERIAL 'N' EPISODES 1-6 (23/1/4/3373-8)

Org. Serials O. Tel. through Miss Verity Lambert

4th December 1964

Could you please arrange for us to have the use of the fifth camera in Riverside 1 on Fridays from week 3 to week 8 inclusive, i.e. 22nd and 29th January, 5th, 12th, 19th and 26th February.

(Richard Martin)

VERITY.

7th December, 1964.

Richard Martin is interviewing artists up to 11.30 a.m. tomorrow morning, (Tuesday, 8th December).

I wondered if you would like Barbara to try and change them over so that Richard would be free at 10.00 a.m. tomorrow morning for the meeting with Daphne Dare and John Wood, or if you would like me to try and make this meeting later on in the morning.

Val

Ext.

Meeting must be at 10.00 a.m. tomorrow. Richard's Sec. informed and asked to change his artists Appts.

(Meeting between Verity, Mervyn, Dennis Spooner, Richard Martin, John Wood, Daphne Dare, Norman Stewart, Gillian Chardet and Barbara Cannell to discuss Serial N.)

Copy to Miss Verity Lambert

- 1) Miss Verity Lambert
- 2) Crg. Verity Lambert ✓ TELEVISION SERVICE
- 3) Richard Martin

John
N^o 5652

3 DESIGN DEPARTMENT BUDGET ALLOTMENT

FOR DESIGN USE ONLY

9.1 DEC 1964

(Overall allocation for Filming + 6 episodes = £2,700)

PRODUCTION TITLE	PROJECT No.	STUDIO
"DR. WHO" SERIAL 'N' EP.1 'The Web Planet'	23/1/4/3373	Riverside 1

DESIGNER	V.T.R. DATE	WEEK No.	TRANSMISSION DATE	WEEK No.
JOHN WOOD	22/1/65	3	13/2/65	7

Design Department Allocation :	* First — Supplementary —	£ 385
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* Delete which does not apply. *Production Commissioned*

Issued by for Richard Martin Producer.

Date of Issue 8th December 1964

DISTRIBUTION

Copies 1 and 2 to Costing Unit Room 481
Copy 3 retained by Producer

Copy to Miss Verity Lambert

- 1) Miss Verity Lambert
- 2) Mr. Verity's Sec. ✓
- 3) Richard Martin

TELEVISION SERVICE

N^o 5653

3

DESIGN DEPARTMENT BUDGET ALLOTMENT

FOR DESIGN USE ONLY

11 DEC 1964

(Overall allocation for Filming + 6 episodes = £2,700)

PRODUCTION TITLE	PROJECT No.	STUDIO
"DR.WHO" SERIAL 'N' EP.2 'The Zarbi'	23/1/4/3374	Riverside 1

DESIGNER	V.T.R. DATE	WEEK No.	TRANSMISSION DATE	WEEK No.
JOHN COD	29/1/65	4	20/2/65	8

Design Department Allocation :	* First — Supplementary	£ 385
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* Delete which does not apply.

Issued by for Richard Martin Producer.

Date of Issue 8th December 1964

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- 1) Miss Verity Lambert
- 2) Org. Serials D. Del. ✓
- 3) Richard Martin

TELEVISION SERVICE

File
Nº 5654

3

DESIGN DEPARTMENT BUDGET ALLOTMENT

FOR DESIGN USE ONLY

11 DEC 1964

(Overall allocation for Filming + 6 episodes = £2,700)

PRODUCTION TITLE	PROJECT No.	STUDIO
"DR. WHO" SERIAL 'N' EP.3 'Escape to Danger'	23/1/4/3375	Riverside 1

DESIGNER	V.T.R. DATE	WEEK No.	TRANSMISSION DATE	WEEK No.
JOHN WOOD	5/2/65	5	27/2/65	9

Design Department Allocation :	* First — Supplementary	£ 385
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* Delete which does not apply.

Issued by *Babara Carroll* for Richard Martin Producer.

Date of Issue 8th December 1964

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- 1) Miss Verity Lambert
- 2) (Mr. Serials D. Tel.✓)
- 3) Richard Martin

TELEVISION SERVICE

Nº 5655

3 DESIGN DEPARTMENT BUDGET ALLOTMENT

FOR DESIGN USE ONLY

71 DEC 1964

(Overall allocation for Filming + 6 episodes = £2,700)

PRODUCTION TITLE	PROJECT No.	STUDIO
"DR. WHO" SERIAL 'N' EP.4 'Crater of Needles'	23/1/4/3376	Riverside 1

DESIGNER	V.T.R. DATE	WEEK No.	TRANSMISSION DATE	WEEK No.
JOHN WOOD	12/2/65	6	6/3/65	10

Design Department Allocation :	* First — Supplementary—	£ 385
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* Delete which does not apply.

Issued by for Richard Martin Producer.

Date of Issue 8th December 1964

DISTRIBUTION

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Copy 3 retained by Producer

Copy to Miss Verity Lambert

- 1) Miss Verity Lambert
- 2) Mr. Serials D. Tel. ✓
- 3) Richard Martin

TELEVISION SERVICE

Nº 5656

3

DESIGN DEPARTMENT BUDGET ALLOTMENT

FOR DESIGN USE ONLY

1 DEC 1964

(Overall allocation for Filming + 6 episodes = £2,700)

PRODUCTION TITLE	PROJECT No.	STUDIO
"DR. WHO" SERIAL 'N' EP, 5	23/1/4/3377	Riverside 1

DESIGNER	V.T.R. DATE	WEEK No.	TRANSMISSION DATE	WEEK No.
JOHN WOOD	19/2/65	7	13/3/65	11

Design Department Allocation :	* First — Supplementary —	£ 385
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* Delete which does not apply.

Issued by Barbara Cannell for Richard Martin Producer.

Date of Issue 8th December 1964

DISTRIBUTION

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Copy 3 retained by Producer

Copy to Miss Verity Lambert

- 1) Miss Verity Lambert
- 2) Org. Serials D. Tel. ✓
- 3) Richard Martin

TELEVISION SERVICE

Nº

5657

3

DESIGN DEPARTMENT BUDGET ALLOTMENT

FOR DESIGN USE ONLY

(Overall allocation for Filming + 6 episodes = £2,700)

PRODUCTION TITLE	PROJECT No.	STUDIO
"DR.WHO" SERIAL 'N' EP.6	23/1/4/2378	Riverside 1

DESIGNER	V.T.R. DATE	WEEK No.	TRANSMISSION DATE	WEEK No.
JOHN WOOD	26/2/65	8	20/3/65	12

Design Department Allocation :	* First — Supplementary —	£ 385
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* Delete which does not apply.

Issued by for Richard Martin Producer.

Date of Issue 8th December 1964

DISTRIBUTION

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Copy 3 retained by Producer

Verity.

9th December, 1964.

Tony Foster rang.

He told me he had had three discussions with Shawcraft since yesterday - the last one at 12.00 noon this morning - and Bill Roberts is doing his damndest to give Tony an estimate for Serial N to-day.

Tony has explained that we are very anxious for it and why.

It is very difficult to price these things, mainly because of the movement. Tony explained to me that, with the Zarbi, the operator's legs will be the two hind legs, but that all the other legs cannot hang limp but have to have some movement. The difficulty is to assess how much.

Tony has promised that he will go on pushing for this estimate and will let us know just as soon as possible.

Val
Ext.

Handwritten signature

(Producer)

Title of Programme "001. 10000 SERIALS"

Studio 04

Week No. 7

Studio Rehearsal date and time 22/1/65 : 1030-1915

Shooting authorised:
(give dates)

4/1/65 through 8/1/65

2. Library material

- (a) Total running time
- (b) Gauge 35/16 mm
- (c) Number of opticals
- (d) Footage from outside sources
- (e) Footage from Library

Dubbing or re-recording required	YES/NO
Live Music Recording required	YES/NO

1 - Transatlantic crane (to be hired for 5/6/7 January 1965)
1 - (10-1) Zoom lens

About three days' shooting will be sound footage but as we do not have all scripts, complete information is not available at this time.

)

Will you please submit estimate of cost based on above information.

(Signed) NORMAN STEWART

(Signature of Producer)

for Richard Martin

VERITY.

10th December, 1964.

Hugh Wilson tells me that

PETER HAMILTON

is now back from sick leave, and he
thinks he will most probably be
doing the filming for **Serial N.**

They do not know the name of the
film editor yet.

Vd.

EALing

I have told Richard Martin's office.

Copy to Miss Verity Lambert

Miss Verity Lambert

Dr. Who Series 1, 1965

Richard Martin

TELEVISION SERVICE

Nº 40700

FOR DESIGN USE ONLY

3

DESIGN DEPARTMENT BUDGET ALLOTMENT

(Overall allocation for SFX on 6 episodes = £1,500)

PRODUCTION TITLE	PROJECT No.	STUDIO
"DR. WHO" SERIAL 'N' EP.1	23/1/4/3373	Riverside 1

DESIGNER	V.T.R. DATE	WEEK No.	TRANSMISSION DATE	WEEK No.
JOHN LOD	22/1/65	3	13/2/65	7

Filming: 4-8/1/65

1

Design Department Allocation :	* FX Supplementary - Special Effects	£ 250
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* Delete which does not apply.

Issued by for Richard Martin Producer.

Date of issue..... 11th December 1965

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PS/366 Cat. No. 7447 2-64 A7440 60P

Copy to Miss Verity Lambert

- 1) Miss Verity Lambert
- 2) Crr. Serials O. Tel. ✓
- 3) Richard Martin

TELEVISION SERVICE

Nº 5658

3

DESIGN DEPARTMENT BUDGET ALLOTMENT

FOR DESIGN USE ONLY

11 DEC 1964

(Overall allocation for SFX on 6 episodes = £1,500)

PRODUCTION TITLE	PROJECT No.	STUDIO
"DR. WHO" SERIAL '3' EP.2	23/1/4/3374	Riverside 1

DESIGNER	V.T.R. DATE	WEEK No.	TRANSMISSION DATE	WEEK No.
JOHN WOOD	29/1/65	4	20/2/65	8

Filing: 4-8/1/65 1	
Design Department Allocation : * First Supplementary Special Effects	£ 250

* Delete which does not apply.

Issued by for Richard Martin Producer.

Date of Issue 11th December 1964

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Copy to Miss Verity Lambert

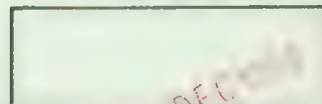
- 1) Miss Verity Lambert
- 2) Crg. Serials P. Tel. TELEVISION SERVICE
- 3) Richard Martin

No 5659

3

DESIGN DEPARTMENT BUDGET ALLOTMENT

FOR DESIGN USE ONLY



(Overall allocation for SFX on 6 episodes = £1,500)

PRODUCTION TITLE	PROJECT No.	STUDIO
"DR. WHO" SERIAL 'A' EP.3	23/1/4/3375	Riverside 1

DESIGNER	V.T.R. DATE	WEEK No.	TRANSMISSION DATE	WEEK No.
JOHN WOOD	5/2/65	5	27/2/65	9

Filming: 1-2.1.65 1

Design Department Allocation :	* First Supplementary — Special Effects	£ 250
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* Delete which does not apply.

Issued by for Richard Martin Producer.

Date of Issue 11th December 1964

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Copy to Miss Verity Lambert

- 1) Miss Verity Lambert
- 2) Mr. Serials C. el.
- 3) Richard Martin

TELEVISION SERVICE

Nº 5660

3

DESIGN DEPARTMENT BUDGET ALLOTMENT

FOR DESIGN USE ONLY

(Overall allocation for SFX on 6 episodes = £1,500)

PRODUCTION TITLE	PROJECT No.	STUDIO
"DR. WHO" SERIAL 'N' EP.4	23/1/4/3376	Riverside 1

DESIGNER	V.T.R. DATE	WEEK No.	TRANSMISSION DATE	WEEK No.
JOHN WOOD	12/2/65	6	6/3/65	10

Filming: 4-8/1/65 1

Design Department Allocation :	* First Supplementary Special Effects	£ 250
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* Delete which does not apply.

Issued by for Richard Martin Producer.

Date of Issue 11th December 1964

DISTRIBUTION

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Copy 3 retained by Producer

Copy to Miss Verity Lambert

- 1) Miss Verity Lambert
- 2) Cms. Serials & Tel.
- 3) Richard Martin

TELEVISION SERVICE

Nº 5661

3

DESIGN DEPARTMENT BUDGET ALLOTMENT

FOR DESIGN USE ONLY

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(Overall allocation for SMX on 6 episodes = £1,500)

PRODUCTION TITLE	PROJECT No.	STUDIO
"DR. WHO" SERIAL 'N' EP.5	23/1/4/3377	Riverside 1

DESIGNER	V.T.R. DATE	WEEK No.	TRANSMISSION DATE	WEEK No.
JANE WOOD	19/2/65	7	13/3/65	11

Filming: 4-8/1/65 1

Design Department Allocation :	* First— Supplementary—	Special Effects	£ 250
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* Delete which does not apply. Barbara Cornwell

Issued by for Richard Martin Producer.

Date of Issue 11th December 1964

DISTRIBUTION

Copies 1 and 2 to Costing Unit Room 481

Copy 3 retained by Producer

Copy to Miss Verity Lambert

1) Miss Verity Lambert

2) Mrs. Geraldine M. Bell ✓

3) Richard Martin

TELEVISION SERVICE

Nº 5662

3

DESIGN DEPARTMENT BUDGET ALLOTMENT

FOR DESIGN USE ONLY

(Overall allocation for SFX on 6 episodes = £1,500)

PRODUCTION TITLE	PROJECT No.	STUDIO
"D.S. WOOD" SERIES 'F' 11.6	23/1/47378	Riverside 1

DESIGNER	V.T.R. DATE	WEEK No.	TRANSMISSION DATE	WEEK No.
JOHN WOOD	26/2/65	8	20/3/65	12

Filming: 4-8 1/65 1

Design Department Allocation :	* First Supplementary Special Effects	£ 250
--------------------------------	---	-------

* Delete which does not apply. *No have a timetable*

Issued by for Richard Martin Producer.

Date of Issue 11th December 1964

DISTRIBUTION

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Copy 3 retained by Producer

PS/366 Cat. No. 7447 CV. 30737 150P 7.64

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'N' : 6 EPISODES (23/1/4/3373-8)

Studio Bookings

11th December 1964

These episodes of "Dr. Who" will be recorded in Riverside 1 on Fridays, 22nd & 29th January, 5th, 12th, 19th and 26th February. Would you please allocate two 35 mm telecine machines for each of these days, although we realise that the second one probably will not be available until, say, 4 o'clock in the afternoon.

Many thanks.

Barbara Cannell
(for Richard Martin)

From: Organiser Serials Drama Television

Subject: DR. WHO : SERIAL 'N'

11th December 1964

To: Mr. R. Martin thro' Miss V. Lambert

Authority is given for the use of five cameras in R.l. for the above production.

The dates will be Fridays, 22nd and 29th January and 5th, 12th, 19th and 26th February 1965.


(Terence Cook)

SL

SHAWCRAFT ESTIMATE FOR SERIAL N.

Bill Roberts rang and gave the following to Mervyn Pinfield:-

4 Ants (Zarbi)	} TOTAL:-	
6 Butterflies (Menoptera)		
2 Cannons		£1,880.0s.Cd.
6 Hand Guns		
6 Trees		

vas.
10.12.64.

£2,700 - Design
£1,500 - Special Effects
£1,500 - Wardrobe and Make-Up.

Have given John Wood the £1,880 estimate. He is now working costs out and will telephone Bill Roberts himself later tonight to get a breakdown. He will inform Bill that the six winged Menoptera are now reduced to four.

John Wood thinks that we will probably be able to accept the £1,880 or the slightly reduced figure and, if he thinks this is the case, will tell Bill to go ahead.

John Wood will not be in tomorrow, but will be in first thing on Monday morning if you want to talk to him.

.....over.

Richard Martin is seeing Daphne tomorrow at the studio to discuss the part of the work that she is doing.

Mary

John Wood rang me.

He said he had spoken to Bill Roberts,
and dictated to me the following points:-

1. In his (Bill's) estimated, he had accounted for the making of the whole shroud or backcloth over the harness of the Menoptera. He has not got to do this, as Wardrobe will do it. He only has to make the harness and two wings of the winged Menoptera. He is contacting Kirby's Flying Ballet about how their harness works.
2. Originally, Bill thought he would have to make 6 Menoptera, and he really has only to make 4. Wardrobe are going to make 4 wingless ones.

This means there will be a saving, but Bill cannot estimate how much yet.

They also talked about the 6' x 8' model which will be required. This will take some of the saving.

John has now told Bill to go ahead, and John will go down to Shawcraft first thing on Monday morning, as they will have started by then. We can contact him there if we need him.

UX

I have given a copy of this page to Richard Martin.

Verity Lambert, (505 Union House)

PABX Ext.

"DOCTOR WHO" - CASTING.

Mr. Richard Martin.

15th December, 1964.

Will you please bear in mind when casting, that we must never repeat actors in major parts. Therefore, anybody who has been used as a speaking part in a serial (with the possible exception of the Paleolithic Age, because they were unrecognisable) should not be considered again.

vas.

(Verity Lambert)

Enclosed is a list
of artists already
used in the first
twelve serials.

15th December, 1964.

Serial N Episode 3.

This will be recorded
from 9.00 p.m. - 10.15 p.m.
in Week 5 (Friday, 27th February 1965)

(Dinner will be 7.30 - 8.30 p.m.)

vas.

TELEVISION RECORDING REQUEST

PART ONE

From: Terence Cook (Producer)

Dated: 15.12.64.

To: Telerecording Clerk, Room 6058, Main Block T.C.

A. REQUEST FOR 35 mm RECORDING/TRANSFER

(Delete as appropriate)

Production:

No: 35/ /

(To be filled in by
Telerecording Clerk)

Date:

With Sepmag } Delete as
Without Sepmag } appropriate

B. REQUEST FOR 16 mm RECORDING

Production:

No: 16/ /

(To be filled in by
Telerecording Clerk)

Date:

With Sepmag Direct Positive } Delete as
Without Sepmag Negative Positive } appropriate

C. REQUEST FOR TAPE RECORDING /TRANSFER

BBC-1

(Delete as appropriate)

Production: DR. WHO - 2/6 'N'

23/1/4/3374

No: VT/4/126040

(To be filled in by
Telerecording Clerk)

Date: 29.1.65.

NOTE: The tape will be wiped within 24 hours of transmission/transfer
unless (a) instructed under 'K' below, or (b) a separate
request for retention is issued after transmission.

Week 4.

D. SOURCE OF ~~35/16~~ Tape Recording /TRANSFER

(Delete as appropriate)

: R.1.

E. LENGTH OF PROGRAMME
or NUMBER AND LENGTH OF INSERTS: ~~2030-2145~~ 25'

RECORDING /TRANSFER TIME

(Delete as appropriate)

: 2030 - 2145

G. REHEARSAL TIME

(To be filled in only when rehearsal of a tape insert is involved)

:

H. DATE AND TIME OF TRANSMISSION

: 20.2.65.

J. CHARGE TO

(Applicable to 35/16 mm bookings only)

:

K. SPECIAL INSTRUCTIONS

: Editing booked

Signed: R. Martin (PABX 4097/8) (Producer)

Terence Cook (Organizer)
(Terence Cook)

PART TWO

From: Telerecording Clerk:

To: (35/16 mm bookings) Organizer; Telerecording Manager; Telerecording Editor; Mr. Ivor Smith; Studio Bookings; Film Library;
Film Casting Dept; TEL. O & M.(Tape bookings) Organizer; Mr. West; Telerecording Manager; Studio Bookings; Film Library; Mr. Ivor Smith;
TEL. O & M.

The above booking has been accepted as per details/amended details, shown in Part One.

(Signed) M. Martin Date 17.12.64

PART ONE

From: Terence Cook (Producer)

Dated: 15.12.64.

To: Telerecording Clerk, Room 6058, Main Block T.C.

22 DEC 1964

A. REQUEST FOR 35 mm RECORDING /TRANSFER

(Delete as appropriate)

Production:

No. 35/ /.....

Date:

With Sepmag } Delete as
Without Sepmag } appropriate(To be filled in by
Telerecording Clerk)

B. REQUEST FOR 16 mm RECORDING

Production:

No. 16/ /.....

Date:

With Sepmag Direct Positive } Delete as
Without Sepmag Negative Positive } appropriate(To be filled in by
Telerecording Clerk)

C. REQUEST FOR TAPE RECORDING /TRANSFER

BBC-1

(Delete as appropriate)

Productions: DR. WHO - 3/6 'N'

23/1/4/3375

No. VT/45.26052

Date:

5.2.65.

NOTE: The tape will be wiped within 24 hours of transmission/transfer
unless (a) instructed under 'K' below, or (b) a separate
request for retention is issued after transmission.

Week 5

(To be filled in by
Telerecording Clerk)

D. SOURCE OF 35/16 Tape Recording /TRANSFER

(Delete as appropriate)

: R.1.

E. LENGTH OF PROGRAMME

or NUMBER AND LENGTH OF INSERTS

: 25'

RECORDING /TRANSFER TIME

(Delete as appropriate)

: 2100 - 2215

G. REHEARSAL TIME

(To be filled in only when rehearsal of a tape insert is involved)

:

H. DATE AND TIME OF TRANSMISSION

: 27.2.65.

J. CHARGE TO

(Applicable to 35/16 mm bookings only)

:

K. SPECIAL INSTRUCTIONS

: Editing booked

Signed: R. Martin (PABX 4097/8) (Producer)

Terence Cook
(Terence Cook)

(Organizer)

PART TWO

From: Telerecording Clerk.

To: (35/16 mm bookings) Organizer; Telerecording Manager; Telerecording Editor; Mr. Ivor Smith; Studio Bookings; Film Library;
Film Costing Dept.; TEL. O & M.....(Tape bookings) Organizer; Mr. West; Telerecording Manager; Studio Bookings; Film Library; Mr. Ivor Smith;
TEL. O & M.....

The above booking has been accepted as per details/amended details, shown in Part One.

(Signed) M. Lumsley Date 17.12.64

TELEVISION RECORDING REQUEST

PART ONE

From: Terence Cook (Producer) Dated: 15.12.64

To: Telerecording Clerk, Room 6058, Main Block T.C.

22 DEC 1964

A. REQUEST FOR 35 mm RECORDING / TRANSFER

(Delete as appropriate)

Production:

No. 35/ /

(To be filled in by Telerecording Clerk)

Date:

With Sepmag } Delete as
Without Sepmag } appropriate

B. REQUEST FOR 16 mm RECORDING

Production:

No. 16/ /

(To be filled in by Telerecording Clerk)

Date:

With Sepmag Direct Positive } Delete as
Without Sepmag Negative Positive } appropriate

C. REQUEST FOR TAPE RECORDING / TRANSFER

BBC-1

(Delete as appropriate)

Production:

DR. WHO - 4/6 'N'

23/1/4/3376

No.: VT/4T/26056

(To be filled in by Telerecording Clerk)

Date:

12.2.65.

NOTE: The tape will be wiped within 24 hours of transmission/transfer unless (a) instructed under 'K' below, or (b) a separate request for retention is issued after transmission.

Week 6

D. SOURCE OF ~~35/16~~ Tape Recording / ~~TRANSFER~~

(Delete as appropriate)

R.1.

E. LENGTH OF PROGRAMME or NUMBER AND LENGTH OF INSERTS

25'

F. RECORDING / ~~TRANSFER~~ TIME

(Delete as appropriate)

2030 - 2145

G. REHEARSAL TIME

(To be filled in only when rehearsal of a tape insert is involved)

H. DATE AND TIME OF TRANSMISSION

6.3.65.

I. CHARGE TO

(Applicable to 35/16 mm bookings only)

K. SPECIAL INSTRUCTIONS

Editing booked

Signed: R. Martin (PABX 4097/8) (Producer) Terence Cook (Organizer)
(Terence Cook)

PART TWO

From: Telerecording Clerk.

To: (35/16 mm bookings) Organizer: Telerecording Manager; Telerecording Editor; Mr. Ivor Smith; Studio Bookings; Film Library; Film Costing Dept; TEL O & M

(Tape bookings)

Organizer: Mr. West; Telerecording Manager; Studio Bookings; Film Library; Mr. Ivor Smith; TEL O & M

The above booking has been accepted as per details/amended details, shown in Part One.

(Signed) M. Lumsden Date: 17.12.64

TELEVISION RECORDING REQUEST

PART ONE

From: Terence Cook (Producer)

Dated: 15.12.64

To: Telerecording Clerk, Room 6059, Main Block T.C.

A. REQUEST FOR 35 mm RECORDING/TRANSFER

(Delete as appropriate)

Production:

No: 35/ /

(To be filled in by
Telerecording Clerk)

Date:

With Sepmag } Delete as
Without Sepmag } appropriate

B. REQUEST FOR 16 mm RECORDING

Production:

No: 16/ /

(To be filled in by
Telerecording Clerk)

Date:

With Sepmag Direct Positive } Delete as
Without Sepmag Negative Positive } appropriate

REQUEST FOR TAPE RECORDING/TRANSFER

BBC-1

(Delete as appropriate)

Production:

DR. WBO - 5/6 'N'

23/1/4/3377

No: VT/VT/26.29

(To be filled in by
Telerecording Clerk)

Date:

19.2.65

NOTE: The tape will be wiped within 24 hours of transmission/transfer
unless (a) instructed under 'K' below, or (b) a separate
request for retention is issued after transmission.

Week 7

D. SOURCE OF 35/16 Tape Recording/TRANSFER
(Delete as appropriate)

: R.1.

E. LENGTH OF PROGRAMME
or NUMBER AND LENGTH OF INSERTS

: 25'

F. RECORDING/TRANSFER TIME
(Delete as appropriate)

: 2030 - 2145

G. REHEARSAL TIME
(To be filled in only when rehearsal of a tape insert is involved)

:

H. DATE AND TIME OF TRANSMISSION

: 13.3.65.

I. CHARGE TO
(Applicable to 35/16 mm bookings only)

:

K. SPECIAL INSTRUCTIONS

: Editing booked

Signed: R. Martin (PABX 4017/8) (Producer)

Terence Cook
(Terence Cook)

(Organizer)

PART TWO

From: Telerecording Clerk.

To: (35/16 mm bookings) Organizer: Telerecording Manager; Telerecording Editor; Mr. Ivor Smith; Studio Bookings; Film Library;
Film Costing Dept.; TEL. O & M.
(Tape bookings) Organizer: Mr. West; Telerecording Manager; Studio Bookings; Film Library; Mr. Ivor Smith;
TEL. O & M.

The above booking has been accepted as per details/amended details, shown in Part One.

(Signed)

Terence Cook

Date: 30.12.64

Norman Stewart, "Dr. Who" Serial 'N', 501 Union House.
PABX

FILMING ON STAGE 2 T.F.S. WEEK 1

Mr. Hugh Wilson

17th December 1964

This is to confirm our telephone conversation yesterday when we ordered a R.33 Mitchell camera with a 10:1 zoom attachment. This supersedes our previous request for an ordinary 10:1 zoom lens.

(P.A. to Richard Martin)

FROM : RICHARD MARTIN, 501 Union.
PABX
SUBJECT : WARDROBE, HAIR & MAKE-UP REQUIREMENTS

BOOKING ASSISTANT : PAULINE MANSFIELD
CLARK

COPIES TO : Wardrobe and Make-up Manager : (1 copy)
Costume Supervisor : (2 copies)
Make-up Supervisor : (2 copies)
Ward. Mistress/Master, T.C.

PRODUCTION : "DR. WHO" SERIAL 'N' EP.1.
'The Web Planet'
TRANSMISSION : Saturday, 13th Feb. 1965
1st Outside Rehearsal : 18th Jan. 1965
at L.T.E. Assembly Room, Wood Lane, W.12.
RECORDING : Friday, 22nd Jan. 1965
8.45 - 10.00 p.m. at Riverside 1
Period of Play : Unspecified, on an insect planet.

ARTIST—Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
WILLIAM HARTNELL Mayfield	Dr. Who	Sc.1 (P.1) Int. Tardis As end of Ep.4 Serial 'M' Sc.3 (P.4-6) a/b Sc.5 (P.8-10) a/b Sc.7 (P.11) a/b Sc.9 (P.12-19) a/b Sc.11 (P.23-25) a/b Sc.14 (P.30-31) a/b Sc.14A & Sc.14B Ext. Planet Vortis Sc.15 (P.32-35) a/b Sc.19 (P.38-39) a/b Sc.23 (P.41-44) a/b Sc.25 (P.46) a/b	Wig, as usual
WILLIAM RUSSELL Boxmoor	Ian Chesterton	Sc.1 (P.1) Int. Tardis As end of Ep.4 Serial 'M' Sc.3 (P.4-6) a/b Sc.5 (P.8-10) a/b Sc.7 (P.11) a/b Sc.9 (P.12-19) a/b Sc.11 (P.23-25) Ext. Planet Vortis a/b Scs. 14/14A/14B (P.30-31) a/b N.B. Ian's tie is eaten away in acid pool in TK3 - pre-filmed Week 1 Sc.15 (P.32-35) a/b (less tie) Sc.19 (P.38-39) a/b Sc.23 (P.41-44) a/b	As required
JACQUELINE HILL PAR	Barbara Wright	Sc.1 (P.1) Int. Tardis As end of Ep.4 Serial Wears gold bracelet. Sc.3 (P.4-6) a/b Sc.5 (P.8-10) a/b Sc.7 (P.11) a/b Sc.9 (P.12-19) a/b Sc.10 (P.20-22) a/b Sc.12 (P.26-27) a/b Sc.13 (P.27-29) a/b Sc.16 (P.35) a/b Sc.18 (P.36-37) a/b Sc.23 (P.41-44) Ext. Planet Vortis a/b	As required

.....Signature

- 1 - /cont....Date

BOOKING ASSISTANT:

COPIES TO : Wardrobe and Make-up Manager ;
(1 copy)

Make-up Supervisor ;
(2 copies)

Ward. Mistress/Master, T.C.
(1 copy)

1st Outside Rehearsal :

RECORDING :-

- Page 2 -

Period of Play :

for Richard Martin _____ Signature

22nd December 1964 Date

28th December 1964

Miss Catherine Fleming,

Dear Miss Fleming,

Later than promised, I am afraid, here are the first four scripts for "Dr. Who" Serial 'I' and a map to give you some idea of our various locations.

Mr. Martin will meet you in Reception at Lime Grove tomorrow afternoon at 4.30 - weather permitting, as he is still at this moment in Devonshire! However, we think all should be well.

Yours sincerely,

Barbara Russell

(Secretary to Richard Martin)

29th December 1964

Levin Manser, Esq.,

Dear Mr. Manser,

Enclosed are scripts for episodes 2, 3 and 4 of "Mr. who" Serial '1' and a film schedule for next week, when you will be called on Tuesday, 5th January.

I don't think you need a map showing either the Film Studios or the rehearsal areas do you?

Yours sincerely,

(Assistant to Richard Martin)

29th December 1964

Verald Taylor, Esq.,

Dear Mr. Taylor,

Enclosed are scripts for the first four episodes of "Dr. Who" Serial 'N' and a Film Schedule for next week, when you will be called on Monday, 4th January.

I don't think you need a map showing either the Film Studios or the Rehearsal Room areas, do you?

Yours sincerely,

Barbara Cannell

(Assistant to Richard Martin)

29th December 1964


Jack Pitt, Esq.,

Dear Mr. Pitt,

Enclosed are scripts for the first four episodes of "Op. 100" Serial 'N' and a Film schedule for next week, when you will be called on Tuesday, 5th January.

I am also sending a map that shows the Television Film Studios, and have marked in ink the rehearsal room that we use in Wood Lane.

Yours sincerely,


(Assistant to Richard Martin)

29th December 1964

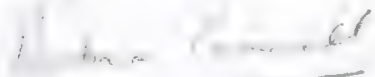
Robert Jewell, Esq.,

Dear Mr. Jewell,

Enclosed are scripts for the first four episodes of "Dr. Who" Serial 'N' and a Film Schedule for next week, when you will be called on Tuesday, 5th January.

I don't think you need a map showing either the Film Studios or the Rehearsal Room areas, do you?

Yours sincerely,



(Assistant to Richard Martin)

29th December 1964

Arne Gordon, Esq.,

Dear Mr. Gordon,

Enclosed are scripts for episodes 2 and 4 of "Dr. Who" Serial '1'. Episodes 5 and 6 will follow when they are available.

I am also sending a Film Schedule for next week, when you will be called on Tuesday, 5th January, and a map that shows the television film studios, on which I have marked in ink the rehearsal room that we use in Wood Lane.

Yours sincerely,

(Assistant to Richard Martin)

29th December 1964

John Scott Martin, Esq.,

Dear Mr. Scott Martin,

Enclosed are scripts for episodes 2, 3 and 4 of "Mr. Who" Serial 'N'. Episodes 5 and 6 will follow when they are available.

I am also sending a film schedule for next week. When you will be called on Tuesday, 5th January. and a map that shows the layout of film studios, on which I have marked in ink the rehearsal room that we use in Wood Lane.

Yours sincerely,

Barbara Lunnell

(Assistant to Richard Martin)

Assistant to Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'N'

Mr. Ralph Walton
Mr. Mark Lewis
Mr. Ray Angel

29th December 1964

Enclosed are the first four scripts of this six-part story in the "Dr. Who" saga.

The Planning Meeting for Episode 1 will be at 10.30 a.m. on Wednesday, 13th January, at the usual place: L.F.S. Assembly Room, Good Lane, W.12. Perhaps you would let us know if you are unable to be there.

cc

(Barbara Cancell)

31 DEC 1964

DUPLICATE

MAKE-UP AND WARDROBE COSTS

From: RICHARD MARTIN

(Producer) 501 Union House. PABX

Title of Programme "DR. WHO" SERIAL 'N' FILMING &
EPISODE 1 (23/1/4/3383)

Studio Riv.1

Transmission date 13th Feb. 65 from 5.40 to 6.05 Week No. 7

Recording 22nd Jan. 65 8.45 10.00 3

Filming 4-7th Jan. 65 9.30 5.30 1 (Stage 2

Studio rehearsal date and time Fri. 22nd Jan. 65: 1030-7.00 T.F.S.)

To: (1) ~~Make-up and Wardrobe Manager~~

Date of issue 31st December 1964

(2) Richard Martin
501 UNION House

To be returned by

(3)

ALLOCATION £ 500 for filming +
6 episodes

Characters	Costume (Period Unspecified, on) an insect planet.	Hair and Make-up Give as many details as possible
PLEASE SEE WARDROBE & MAKE-UP PLOTS DATED 18TH & 22ND DECEMBER 19		
RESPECTIVELY.		
(N.B. ALL COSTUMES FOR ZARBI ARE IN FACT MACHINES THAT ARE BEING SUPPLIED COMPLETE BY SHAWCRAFT MODELS LTD. AND ARE NOT A WARDROBE CHARGE)		

~~Continued overleaf~~ (strike out if not applicable)

Are these wanted prior to transmission
for filming or Publicity photo call?

YES/~~NO~~ as on filming wardrobe plot

If so, on what date and where

Tues/Wed./Thurs., 5th, 6th & 7th January 1965 on Stage 2 at T.F.S.

Estimated cost £ 60 for make up

Tues/Wed./Thurs., 5th, 6th & 7th January 1965 on Stage 2 at T.F.S.

"THE WEBB PLANET" by BILL STRUTTON

TITLE: "DR. WHO" SERIAL 'M' EP.1 PROJECT NO.: 23/1/4/3373

REC. NO.:

START REH: MON. 18 JAN 68

REH. ROOM:

RECORD:

STUDIO:

Budget: 12320 / 2256

BOOKINGS

Dianna 7-8

BILLING & PUBLICITY

DDBA ✓ x6
MODEL

PROPS

CAPTIONS

MAKE-UP (Supervisor: Daphne Jones)

WARDROBE (Supervisor: Sonia Pukhan)

DRESSING ROOMS

TELECINE ✓ x6

EXTRA CAM(S) ✓ x6

FIRE MEMO x6 ✓

PLANNING MEETING ✓

EDITING Tues 26th Jan. 7-10 pm.

P-AS-B
RECORDING FORM
costing

T.M.1 .. RALPH WALTON

T.M.2 .. ~~RAY ANGEL~~ MARK LEWIS

SOUND .. RAY ANGEL

GRAMS .. TONY BOWERS

VISION MIXER .. CLIVE DOIG

FLOOR ASSISTANT .. T. BECKETT

CREW 14

DESIGNER .. JOHN WOOD

TITLE: "DR. WHO" SERIAL 'M' EP.2 PROJECT NO.: 23/1/4/3374
REC. NO.: START REH: Mon. 25 JAN. 65..
REH. ROOM: RECORD:
..... STUDIO:

BOOKINGS

BILLING & PUBLICITY

DDBA
MODEL

PROPS

CAPTIONS

MAKE-UP (Supervisor:)
WARDROBE (Supervisor:)

DRESSING ROOMS

TELECINE

EXTRA CAM(S)

FIRE MEMO

PLANNING MEETING

EDITING

P-AS-B
RECORDING FORM
COSTING

T.M.1
T.M.2
SOUND
GRAMS
VISION MIXER
FLOOR ASSISTANT
CREW
DESIGNER

TITLE: "DR. WHO" SERIAL 'M' EP.3 PROJECT NO.: 23/1/4/3375
REC. NO.: START REH: MON 1 FEB 65
REH. ROOM: RECORD:
..... STUDIO:

BOOKINGS

BILLING & PUBLICITY

DDBA
MODEL

PROPS

CAPTIONS

MAKE-UP (Supervisor:)
WARDROBE (Supervisor:)

DRESSING ROOMS

TELECINE

EXTRA CAM(S)

FIRE MEMO

PLANNING MEETING

EDITING

P-AS-B
RECORDING FORM
COSTING

T.M.1
T.M.2
SOUND
GRAMS
VISION MIXER
FLOOR ASSISTANT
CREW
DESIGNER

TITLE: "DR. WHO" SERIAL 'M' EP.4 PROJECT NO.: 23/1/6/8376
REC. NO.: START REH: MON..8.FEB.65....
REH. ROOM: RECORD::.....
..... STUDIO:

BOOKINGS

BILLING & PUBLICITY

DDBA
MODEL

PROPS

CAPTIONS

MAKE-UP (Supervisor:)
WARDROBE (Supervisor:)

DRESSING ROOMS

TELECINE

EXTRA CAM(S)

FIRE MEMO

PLANNING MEETING

EDITING

P-AS-B
RECORDING FORM
COSTING

T.M.1
T.M.2
SOUND
GRAMS
VISION MIXER
FLOOR ASSISTANT
CREW
DESIGNER

TITLE: "DR. WHO" SERIAL 'M' EP.5 PROJECT NO.: 23/1/4/3377
REC. NO.: START REH: MON. 15 FEB. 65
REH. ROOM: RECORD:
..... STUDIO:

BOOKINGS

BILLING & PUBLICITY

DDBA
MODEL

PROPS

CAPTIONS

MAKE-UP (Supervisor:)
WARDROBE (Supervisor:)

DRESSING ROOMS

TELECINE

EXTRA CAM(S)

FIRE MEMO

PLANNING MEETING

EDITING

P-AS-B
RECORDING FORM
COSTING

T.M.1
T.M.2
SOUND
GRAMS
VISION MIXER
FLOOR ASSISTANT
CREW
DESIGNER

E
89
/c 13

TITLE: "DR. WHO" SERIAL 'M' EP.6 PROJECT NO.: 231/4/3378
REC. NO.: START REH: NOV. 22 FEB 65..
REH. ROOM: RECORD:
..... STUDIO:

BOOKINGS

BILLING & PUBLICITY

DDBA
MODEL

PROPS

CAPTIONS

MAKE-UP (Supervisor:)
WARDROBE (Supervisor:)

DRESSING ROOMS

TELECINE

EXTRA CAM(S)

FIRE MEMO

PLANNING MEETING

EDITING

P-AS-B
RECORDING FORM
COSTING

T.M.1
T.M.2
SOUND
GRAMS
VISION MIXER
FLOOR ASSISTANT
CREW
DESIGNER

EP

B/c
20

BREAKDOWN OF MAN HOURS ALLOCATED AND ESTIMATED FOR DR. WHO STORIES (H)

		<u>Allocation</u>	<u>Amended</u>	<u>Estimated</u>
Filming	Week 1	500	700	697
Ep. 1	" 3	500	400	405
Ep. 2	" 4	500	800	809
Ep. 3	" 5	500	200	189
Ep. 4	" 6	500	700	688
Ep. 5	" 7	500	700	724
Ep. 6	" 8	500	313	358
		<u>3,500</u>	<u>3,813</u>	<u>3,870</u> Total to date

(floor painting to come)

Serial N.

FILMING:- (Stage ² ~~3A~~ ^{3A/B} Ealing)

Wk 1	Tues/Fri.	4th-8th January.
Wk 2	Monday	11th January.

EDITING:-

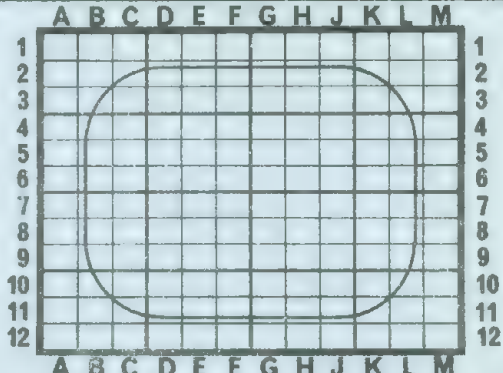
Wk 2	Mon/Fri.	11th-15th January.
------	----------	--------------------

DUBBING:-

Wk 2	Fri.	15th January
	9.45 a.m. - 1.00 p.m.	
	in T.F.S. B, Ealing.	

GRAPHICS 35mm TRANSPARENCIES ONLY

ORGANISER 3 PHOTOGRAPHERS 1 STUDIO MANAGER 1 DESIGNER 1

PRODUCTION	"Dr. Who" SERIAL 'D' EP.1		No: 23/1/4/3373	
Studio	Riverside 1			
Filming				
Rehearsal	22/1/65 : 10.30 a.m. on			
Recording	22/1/65 : 8.45-10.00 p.m.			
Transmission	13/2/65 : 5.40-6.05 p.m.			
PRODUCER	Richard Martin			
ASSISTANT	Bernard Stewart	"		
DESIGNER	John Wood			

Will you please make the following telejector slides for us.
We should like them to be ready by mid-day on Thursday,
21st January.

They should be in the usual style for "Dr. Who".

1. THE WAB PLANET

2. Written by
BILL STRUTTON

3. Next Episode
THE ZARBI

4. Producer
VERITY LAMBERT

5. Directed by
RICHARD MARTIN
BBC tv

Signature for Richard Martin

Date 1st January 1965

GRAPHICS 35MM TRANSPARENCIES ONLY

ORGANISER 3 PHOTOGRAPHERS 1 STUDIO MANAGER 1 DESIGNER 1

PRODUCTION	"DR. WHO" SERIAL 'B' EP.2		No: 23, 1/4/3374
Studio	Riverside 1		
Filming			
Rehearsal	29/1/65 : 10.30 a.m. on		
Recording	29/1/65 : 8.30 - 9.45		
Transmission	20/2/65 : 5.40 - 6.05		
PRODUCER	Richard Martin		
ASSISTANT	Norman Stewart	"	
DESIGNER	John Wood		

Will you please make the following telejector slides for us.
We should like them to be ready by mid-day on Thursday,
28th January.

They should be in the usual style for "Dr. Who".

1. THE ZARBI
2. Written by
BILL STRUTTON
3. Next Episode
ESCAPE TO DANGER
4. Producer
VERITY LAMBERT
5. Directed by
RICHARD MARTIN
SBC tv

Signature for Richard Martin

Date 1st January 1965

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

PRODUCTION	'DR. WHO' SERIAL '1' EPISODE 1		BBC	1	2
Producer	RICHARD MARTIN		Ext.		
Assistant	NORMAN WILKINSON		Ext.	"	
Designer	JOHN WOOD		Ext.		
Filming	--	Studio Rehearsal	Friday, 22nd Jan. 65 15.30-7.00		
Project Number	25.1/4.5173				
Transmission	Saturday, 13th February: 5.40-6.05		Studio	Liv. 1	

May we please have the following 12 x 9 captions, light on dark, as standby for the transparencies. We should like them to be ready by mid-day on Thursday, 21st January.

1. THE WEB PLANET
2. Written by
BILL STROUTON
3. Next Episode
THE ZARBI
4. Producer
VERITY LAMBERT
5. Directed by
RICHARD MARTIN
- BBC tv

for Richard Martin

Signature

Received

1st January 1965

Date

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

	PRODUCTION	L.A. 1000 1000 1000 2		BBC	1	2
	Producer	RICHARD MARTIN		Ext.		
	Assistant	JIMMY GIBSON		Ext.	11	
	Designer	JOHN WARD		Ext.		
	Filming	--	Studio Rehearsal	Friday, 29th January 65 10.00 - 7.00		
	Project Number	23.1.4/3374				
	Transmission	Sat. 30th January: 5.40-6.05		Studio	iv.1	

May we please have the following 12" x 9" captions, 11.00 on
 dark, as standby for the transmission. We should like them
 to be delivered to Riverside 1 by 10.00 a.m. on Friday,
 29th January 1965.

- THE ZARBI
- Written by
BILL STUTTON
- Next Episode
ESCAPE TO DANGER
- Producer
VERITY LAMBERT
- Directed by
RICHARD MARTIN
BBC tv

Signature
 for Richard Martin

Date
 1st January 1965

Received

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

PRODUCTION	"DR. WHO" SERIAL 'N' EPISODE 1		BBC	1	2
Producer	RICHARD MARTIN		Ext.		
Assistant	JOHN WOOD		Ext.		
Designer	JOHN WOOD		Ext.		
Filming	--	Studio Rehearsal	Friday, 22nd January 65 10.30 - 7.00		
Project Number	23/1/4/3373				
Transmission	Sat. 11th February 65: 5.40-6.05		Studio	Liv.1	

May we please have a roller caption, light on dark, which we should like to be despatched to Liv.1 to be there by 10.30 a.m. on Friday, 22nd January 1965.

Dr. Who
WILLIAM HARTNELL

Ian Chesterton
WILLIAM RUSSELL

Barbara Wright
JACQUELINE HILL

Vicki
MAUREEN O'BRIEN

Zarbi Operators
ROBERT JEWELL
JACK PITT
GERALD TAYLOR

Title music by RON GRAINGER
and the BBC Radiophonic Workshop
FILM CAMERAMAN FILM EDITOR

Story Editor
DENNIS SPOONER

Designer (1 frame)
JOHN WOOD

Associate Producer (1 frame)
MURVIN PINFIELD

for Richard Martin

Signature

Received

Date

1st January 1965

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

PRODUCTION	"DR. WHO" SERIAL '1' EPISODE 2		BBC	1	2	
Producer	RICHARD MARTIN		Ext.			
Assistant	FRANK PUGH		Ext.	"		
Designer	JOHN WOOD		Ext.			
Filming	---	Studio Rehearsal	Filming, 29th January, 65 10.30-7.00			
Project Number	23, 1/4, 1314					
Transmission	Sat. 30th January 65: 5.40-6.05		Studio	Liv.1		

May we please have a roller caption, light on dark, which we should like to be despatched to Liv.1 to be there by 10.30 a.m. on Friday, 29th January 1965.

Dr. who
 WILLIAM HARTNELL

Ian Chesterton
 WILLIAM RUSSELL

Barbara Wright
 JACQUELINE HILL

Vicki
 MAUREEN O'BRIEN

The Menoptra
 Vrestin
 ROSLYN DE WINTER

Krostar
 ANNE GORDON

Arhoonda
 (Name to follow)

Zarbi Operators
 ROBERT JEWELL
 HUGH LUND
 KEVIN LAMBER
 JACK PITT
 JOHN SCOTT MARTIN
 GERALD TAYLOR

Animus Voice
 CATHERINE FLEMING

Insect movement by
 ROSLYN DE WINTER

Title music by RON GRAINGER
 and the BBC Radiophonic Workshop

Story Editor
 DENNIS SPOONER

for Richard Martin Signature

Received

1st January 1965 Date

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

PRODUCTION	"J.L. WOOD" 11.11.64 11.2		BBC	1	2	
Producer			Ext.			
Assistant			Ext.			
Designer			Ext.			
Filming		Studio				
Project Number		Rehearsal				
Transmission			Studio			

- Page 2 -

Designer (1 frame)
 JOHN WOOD

Associate Producer (1 frame)
 MERVYN PINFIELD

Signature

Received

Date

SUBJECT: PROPERTY AND
DRAPE REQUIREMENTS

TO: PROPERTY MASTER

COPIES TO: STUDIO MANAGER
SCENE MASTER
DESIGNER
A.F.M.
PRES.RECEIVED BY
PROP. MASTER10-0 A.M.
P.M.

4/1/65

1	HIRE (2)	9	SAVAGE
2	STOCK 4✓	10	SUPPLY
3	DRAPES ✓	11	C/HAND T/C ✓
4	CATERING	12	C/HAND
5	WARDROBE	13	PROP. MASTER
6	WORKSHOP	14	INVESTIGATOR
7	P. CASH (2) ✓	15	JG. ✓
8	A.S.O.	16	FILE COPY ✓

PRODUCTION

DATES AND STUDIOS H/E - M FLEIS - A

DR WHO serial N

"The Web Planet"

23/1/4/3373

Designer:

JOHN WOOD

2457

page one

Filming

S

Telerecording
& Experiments

S

Pre-Rehe
& Setting

S

Transmission

S

22.1.65

R

1

22.1.65

R

1

13.2.65.

PROPS ONLY

T/V Prod. Buyer deliver to:

TVC

on:

20/1/65

except as shown:

H T/C F/C D

TARDIS Control Room & Lab. area

- Spanish armchair (as used in prev. episodes) N° 245
- Knossos throne chair " " " Arm N° 40
- astrolabe " " "
- brass clock " " "
- classical wooden pedestal N° 25
- eagle pedestal " "
- monitor for scanner screen " "

ACTION PROPS FOR TARDIS

- a rose in specimen case (keep for Ep. 3)
- a butterfly " " " " "
- an ant " " " " "
- six tubular-like bottles containing pills which can be taken
- first aid kit in box
- four blankets for bunks
- two pillows for bunks
- two pillow cases for item no. 14.
- carafe or bottle for water - see des. S.S.
- drinking glasses, four tumbler type. - S.S.
- two small items of metal equipment - "who" type.
- low cupboard, with drawers and doors - antique 4' x 1'6"
- scientific laboratory unit, to include sink, with shelves if possible 4' x 1'6" new
- six selected scientific instruments - new

Signed

Gillian Raudet

Date

1. 1. 65.

? scenery

see J.G.

PRODUCED BY RICHARD MARTIN

**SUBJECT: PROPERTY AND
DRAPE REQUIREMENTS**

TO: PROPERTY MASTER

COPIES TO: STUDIO MANAGER
SCENE MASTER
DESIGNER
A.F.M.
PRES.

RECEIVED BY
PROP. MASTER

A.M.
P.M.

/ /

1	HIRE (2)	9	SALVAGE
2	STOCK	10	SUPPLY
3	DRAPES	11	C/HAND T/C
4	CATERING	12	C/HAND
5	WARDROBE	13	PROP. MASTER
6	WORKSHOP	14	INVESTIGATOR
7	P. CASH (2)	15	
8	A.S.O.	16	FILE COPY

PRODUCTION

DATES AND STUDIOS

DR WHO serial N
"THE WEB PLANET"

page two

PROPS ONLY

T/V Prod. Buyer deliver to:

on :

except as shown :

ACTION PROPS FOR TARDIS (cont.)

22. swivel chair - very modern type
23. lab. type ~~single~~ angle light - very modern, not ordinary anglepse.
24. various computer-type data charts
25. tape recorder, ~~practical equipment~~
26. small computer - upright kind, 9"deep; 15" wide

DRESSING FOR LANDSCAPE

27. thirty sacks of sawdust (not to be opened)
28. 200 sandbags of sawdust " " " "
29. ^{25 dark} ~~thirty~~ ^{5 light} sacks of sawdust, two tone (will be opened)
30. six sacks of cinders. *Please label.*
31. three sacks of peat, two tones *2 light*.
32. four bags (7lbs) Fullers earth
33. a quantity of pinelike 'reeds' - heights from 1' - 3'.

MISCELLANEOUS

34. 2 dry ice machines - BARCO BOILERS.
35. a quantity of dry ice
36. four boxes or packets of dye for pool - dark colours
37. $\frac{1}{4}$ pint of oil colour for pool - light colour *grey*
38. small can of 3 in 1 oil
39. piece of glassy rock(mica) to be held in hand as fragment.
40. Rock (piece of coal) size approx, 6"x4"x2"
41. two 6' pairs black 10' drapes

Date _____

11/1/65 File
1.1.65

Tues. Wed. Thurs. 5/6/7 January on Stage 2 at T.F.S. (see Wardrobe
Photocall on Tues. 5th Jan. at 2.30 p.m. " Plot dated
lith Dec.)

Tues. Wed. Thurs. 5/6/7 January on Stage 2 at T.F.S. (see Wardrobe
Photocall on Tues. 5th Jan. at 2.30 p.m. " Plot dated
11th Dec.)

£200 - 0 - 6

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

	PRODUCTION	"DR. WHO" SERIAL 'N' EPISODE 1		BBC	1	2
	Producer	RICHARD MARTIN		Ext.		
	Assistant	JAMES HARRIS		Ext.	"	
	Designer	JOHN HEND		Ext.		
	Filming	--	Studio Rehearsal	Friday, 22nd January 65 10.30-7.00		
	Project Number	23/1/4/3373				
	Transmission	Fri. 19th February 65: 5.40-6.05		Studio	Riv.1	

Could you please supply us with a 12" x 9" caption, light on dark, of a net. Designer will give details.

We shall need this caption for six consecutive weeks, i.e.:

Friday, 22nd January (Ep.1: 23/1/4/3373)

Friday, 29th January (Ep.2: 23/1/4/3374)

Friday, 5th February (Ep.3: 23/1/4/3375)

Friday, 12th February (Ep.4: 23/1/4/3376)

Friday, 19th February (Ep.5: 23/1/4/3377)

Friday, 26th February (Ep.6: 23/1/4/3378)

for Richard MartinSignature

Received

1st January 1965Date

FROM RICHARD MARTIN, 501 Union House. BOOKING ASSISTANT: PAULINE HILSFIELD
FABE CLARK

SUBJECT : WARDROBE, HAIR & MAKE-UP REQUIREMENTS

COPIES TO : Wardrobe and Make-up Manager ;
(1 copy)

Costume Supervisor ;
(2 copies)

Make-up Supervisor ;
(2 copies)

Ward. Mistress/Master, T.C.
(1 copy)

PRODUCTION "DR. WHO" SERIAL "1" P.2
& PROJECT No.: 23/1/4/3374

1st Outside Rehearsal : 25 Jan. 1965 at
L.I.L. Assembly Room, Wood Lane,
W.12. at 11.00 a.m.

TRANSMISSION :- Sat. 20th Feb. 1965
5.40-6.05

RECORDING: - Fri. 29th Jan. 1965
8.30-9.45 in R.I.

Period of Play: Unspecified, on an insect planet

ARTIST—Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
MAUREEN O'BRIEN SWI	Vicki	<u>Sc.1 (P.2): Int. Tardis</u> As end of Ep.1 <u>So.4 (P.9): Int. Tardis</u> a/b <u>Sc.5 (P.10): Int. Tardis</u> a/b <u>Sc.10 (P.19): Int. Tardis</u> a/b <u>Sc.15 (P.30): Int. Tardis</u> a/b <u>Sc.16 (P.31): Int./Ext.</u> Tardis in Larbi H.Q. a/b A wishbone-necklet is clasped round her neck in this scene - presumably a prop. req.) <u>Sc.18 (P.35) a/b</u> <u>Sc.20 (P.36) a/b</u> <u>Sc.23 (P.47) a/b</u>	Planet As required -
WILLIAM WATKINS Mayfield	Dr. Who	<u>Sc.2 (P.2) Ext. Planet</u> Vortis As end of Ep.1 <u>Sc.3 (P.3) Ext. Planet</u> Vortis. a/b <u>Sc.9 (P.13) Ext. Planet</u> Vortis a/b <u>Sc.13 (P.24) Ext. Planet</u> Vortis a/b <u>Sc.14 (P.26) Ext. Planet</u> Vortis a/b <u>Sc.17 (P.33) Ext. Planet</u> Vortis. web entrance a/b <u>Sc.20 (P.36) Int.</u> Larbi H.Q. a/b <u>Sc.23 (P.47) Int.</u> Larbi H.Q. a/b	wig as usual A net is dropped over him in this sc.

- 1 -

Signature

...Date

FROM RICHARD MARTIN

BOOKING ASSISTANT.:

SUBJECT : WARDROBE, HAIR & MAKE-UP REQUIREMENTS

COPIES TO : Wardrobe and Make-up Manager ;
(1 copy)

Costume Supervisor :
(2 copies)

Make-up Supervisor ;
(2 copies)

Ward. Mistress/Master, T.C.
(1 copy)

PRODUCTION "DR. WHO" SERIAL 'N' EP.2
& PROJECT No.:

1st Outside Rehearsal :

TRANSMISSION :-

RECORDING :-

- Page 2 -

Period of Play :

ARTIST—Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
JACQUELINE HILL PAR	Barbara Wright	Sc.3 (P.3): Ext. Planet Vortis. As end of Ep.1 Sc.6 (P.10): Ext. Cave a/b. The bracelet is ripped off at the end of this scene. Sc.8 (P.12) Int. Cave. a/b Sc.11 (P.19) Int. Cave a/b Sc.12 (P.24): Ext. Cave a/b Sc.21 (P.40) Ext. Planet Vortis. a/b Sc.22 (P.41) Int. Cave a/b. She wears one of the wishbone necklets, which is later pulled off.	As required
WILLIAM RUSSELL Boxmoor	Ian Chesterton	Sc.3 (P.3) Ext. Planet Vortis. As end of Ep.1 when he was held in giant web. Sc.9 (P.13) Ext. Planet Vortis. a/b Sc.11 (P.24) Ext. Planet Vortis. a/b Sc.17 (P.33) Ext. Planet Vortis - Ses entrance a/b Sc.20 (P.36) Int. Zarbi H.Q. a/b Sc.23 (P.47) Int. Zarbi H.Q. a/b	
ROBERT JEWELL MAI	ZARBI A	Complete costume as for Ep.1	
ROSALYN DE WINTER EUN	MENOPTRA (Vestin)	Complete costume of a fully-reptical winged Menoptra.	As discussed

- 2 -

Signature

Date

BOOKING ASSISTANT.:

COPIES TO : Wardrobe and Make-up Manager ;
(1 copy)

Make-up Supervisor ;
(2 copies)

Ward. Mistress/Master, T.C.
(1 copy)

1st Outside Rehearsal :

RECORDING :-

Period of Play :

for Richard Martin

...Signature

1st January 1965

Date _____

P.A. to Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'T' EPISODE 1 (23/1/4/3373)

House Engineers, T.S.

1st January 1965

Episode 1 of this story in the "Dr. Who" serial will be recorded in Riverside 1 on Friday, 22nd January. Would you please arrange for the air line to be connected to the control column of the Tardis by 10.30 a.m. on this day.

Many thanks.

(Norman Stewart)

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL '1' EPISODES 1-6 (23/1/4/3373-8)

Allocations

1st January 1965

Copy to Mr. Mark Lewis

This story is the "DR. WHO" serial will be recorded in
Riverside 1 in Weeks 3-8, on Fridays, 2nd and 29th January
and 5th, 12th, 19th and 26th February.

I wish to mount Camera 5 on a tower in all six episodes.
I shall also need a 10:1 zoom lens for cameras 1 and 5 in
each episode. Will you allocate these, please.

Many thanks.

(for Richard Martin)

MAKE-UP AND WARDROBE COSTS

From : RICHARD MARTIN

(Producer) 501 Union House. PABX

Title of Programme "DR. WHO" SERIAL 'N' EP.3
Recording (23/1/4/3375)

Studio Riverside 1

Transmission date	Sat. 27 Feb. 65	from	5.40	to	6.05	Week No.	9
Recording	Fri. 5 Feb. 65		9.00		10.15		5

Studio rehearsal date and time Friday, 5th February 1965: 10.30 - 7.00

To : (I) Make-up and Wardrobe Manager

Date of Issue 1st January 1965

(2)

To be returned by

(3)

ALLOCATION £ 1100 for Filming +
6 episodes

Characters	Costume (Period Unspecified, on an insect	Hair and Make-up Give as many details as possible
MAKE-UP PLOT DATED 1st JANUARY 1965		

Continued ~~overleaf~~ (strike out if not applicable)

Are these wanted prior to transmission

for filming or Publicity photo call?

YES/NO

Photocall on Tues. 5th Jan. at 2.30 p.m.
If so, on what date and where Estimated cost £

Plot date:
18th Dec.)

Plot da
18th De

From : RICHARD MARTIN (Producer) 501 Union House. PABX

Studio Riverside 1

Studio rehearsal date and time **Friday, 5th February 1965: 10.30 - 7.00**

Date of issue 1st January 1965

To be returned by

ALLOCATION £ 1100 for Filming +
6 episodes

Characters	Costume (Period Unspecified, on an insect planet	Hair and Make-up Give as many details as possible
PLEASE SEE WARDROBE & MAKE-UP PLOT DATED 1st JANUARY 1965		

~~Continued over~~ (strike out if not applicable)

Are these wanted prior to transmission

for filming or Publicity photo call?

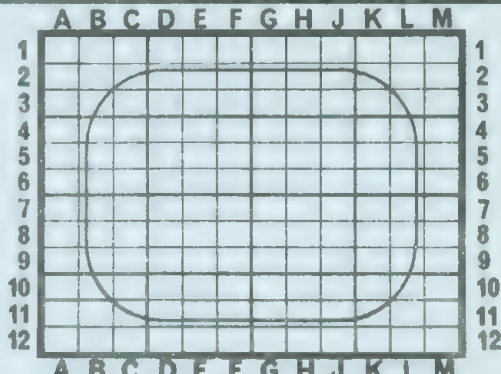
YES/NOX

Tues. Wed. Thurs. 5/6/7 January on Stage 2 at T.F.S. (see Wardrobe
Photocall on Tues. 5th Jan. at 2.30 p.m. " Plot dated
If so, on what date and where Estimated cost £60 for 18th Dec.)

make up story

GRAPHICS 35MM TRANSPARENCIES ONLY

ORGANISER 3 PHOTOGRAPHERS 1 STUDIO MANAGER 1 DESIGNER 1

PRODUCTION	"DR. WHO" SERIAL '1' EP.3		No: 23/1/4/5575
Studio	Riverside 1		
Filming			
Rehearsal	5/2/65 : 10.30 a.m. on		
Recording	5/2/65 : 8.30-9.45 p.m.		
Transmission	27/2/65 : 5.40-6.05 p.m.		
PRODUCER	Richard Martin		
ASSISTANT	Norman Stewart	"	
DESIGNER	John Wood		

will you please make the following telejector slides for us.
we should like them to be ready for mid-day on Thursday,
4th February.

They should be in the usual style for "Dr. Who".

1. ESCAPE TO DANGER

2. written by
BILL STRUTTON

3. Next Episode
CRATER OF NEEDLES

4. Producer
VERITY LAMBERT

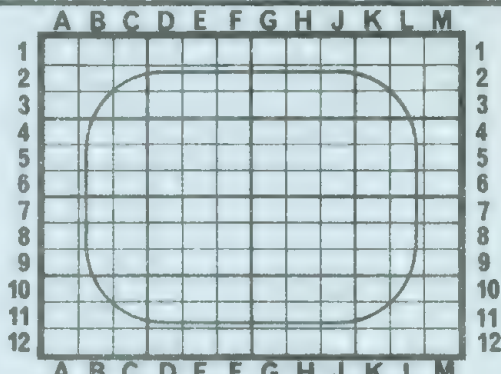
5. Directed by
RICHARD MARTIN
BBC tv

Signature for Richard Martin

Date 1st January 1965

GRAPHICS 35mm TRANSPARENCIES ONLY

ORGANISER 3 PHOTOGRAPHERS 1 STUDIO MANAGER 1 DESIGNER 1

PRODUCTION	"DR. WHO" SERIAL 'N' EP.3	No23/1/4/3375
Studio	Riverside 1	
Filming		
Rehearsal	5/2/65 : 10.30 a.m. on	
Recording	5/2/65 : 8.30-9.45 p.m.	
Transmission	27/2/65 : 5.40-6.05 p.m.	
PRODUCER	Richard Martin	
ASSISTANT	Norman Stewart	
DESIGNER	John Wood	

Will you please make the following telejector slides for us.
We should like them to be ready for mid-day on Thursday,
4th February.

They should be in the usual style for "Dr. Who".

1. ESCAPE TO DANGER

2. Written by
BILL STRUTTON

3. Next Episode
CRATER OF NEEDLES

4. Producer
VERITY LAMBERT

5. Directed by
RICHARD MARTIN
BBC tv

Signature for Richard Martin

Date 1st January 1965

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

	PRODUCTION	"DR. WHO" SERIAL 'N' EPISODE 3		BBC	1	x2	
	Producer	RICHARD MARTIN		Ext.			
	Assistant	JIMMY TIGHE		Ext.	"		
	Designer	JOHN HARRIS		Ext.			
	Filming	--	Studio Rehearsal	Friday, 5th February 10.30-7.00			
	Project Number	13/1/4/3575					
	Transmission	Sat. 27th February: 5.40 - 6.05		Studio	R1v.1		

As we please have the following 12" x 9" captions, light on dark, as standby for the transparencies. We should like them to be delivered to Division 1 by 10.30 a.m. on Friday, 5th February 1965.

1. ESCAPE TO DANGER
2. Written by
BILL STRUTTON
3. Next Episode
CRATER OF NEEDLES
4. Producer
VERITY LAMBERT
5. Directed by
RICHARD MARTIN
BBC tv

for Richard Martin

Signature

Received

1st January 1965

Date

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

PRODUCTION	THE WOOD WINDS - 1965		BBC	1	2
Producer	RICHARD MARTIN		Ext.		
Assistant	JUDITH L. MARTIN		Ext.	"	
Designer	JOHN WOOD		Ext.		
Filming	--	Studio Rehearsal	Friday, 5th February 65 10.30-7.00		
Project Number	13/1/4, 1975				
Transmission	Saturday, 27th February: 5.40-6.05 Studio			Liv.1	

May we please have a roller caption, light on dark, which we should like to be despatched to Liv.1 to be there by 10.30 a.m. on Friday, 5th February 1965.

Dr. who
WILLIAM HARTNELL

Ian Chesterton
WILLIAM RUSSELL

Vicki
MAUREEN O'BRIEN

Menoptra
Vrestin
ROSLYN DE WINTER

The Zarbi Operators
ROBERT J. WELL
RUGH LUND
KEVIN KANZER
JACK FITT
JOHN SCOTT MARTIN
GERALD TAYLOR

Animus Voice
CATHERINE FLEMING

Insect
Insect Movement by
ROSLYN DE WINTER

Title music by RON GRAINER
and the BBC Radiophonic Workshop

Story Editor
DENNIS SPOONER

Designer
JOHN WOOD (1 frame)

Associate Producer (1 frame)

for Richard Martin

1st January 1965

Signature

Date

Received

FROM RICHARD MARTIN, 501 Union House.
FABX

BOOKING ASSISTANT: PAULINE MAYFIELD
CLARK

SUBJECT: WARDROBE, HAIR & MAKE-UP REQUIREMENTS

COPIES TO: Wardrobe and Make-up Manager ;
(1 copy)

Costume Supervisor ;
(2 copies)

Make-up Supervisor ;
(2 copies)

Ward. Mistress/Master, T.C.

PRODUCTION "DR. WHO" SERIAL 'N' EP.3
& PROJECT No.: 23/1/4/3375

1st Outside Rehearsal 1st Feb. 1965 at
L.T.E. Assembly Room, Wood Lane,
W.12. at 11.00 a.m.

TRANSMISSION :- Sat. 27th Feb. 1965
5.40-6.05

RECORDING :- Fri. 5th Feb. 1965
9.00-10.15 in R.1

Period of Play: Unspecified time in the future
on an insect planet

ARTIST--Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
WILLIAM HARTNELL Mayfield	Dr. Who	Sc.1 (P.2) Int. Zarbi H.Q. As end Ep.2 A wishbone necklet is clasped round his neck. Sc.4 (P.9) Int. Zarbi H.Q. a/b Sc.7 (P.16) Int. Zarbi H.Q. inside Tardis a/b Sc.9 (P.21) Int. Zarbi H.Q. a/b (The Doctor is enveloped by Dome during this scene) with Sc.12 (P.34) a/b Sc.16 (P.39) a/b Sc.20 (P.42) a/b Sc.25 (P.46) a/b	Wig, as usual handkerchief.
WILLIAM RUSSELL Boxmoor	Ian	Sc.1 (P.2) Int. Zarbi H.Q. As end Ep.2 Sc.4 (P.9) a/b A wishbone necklet is clasped round his neck. Sc.7 (P.16) Int. Tardis at Zarbi H.Q. a/b Sc.9 (P.21) Int. Zarbi H.Q. a/b Sc.10 (P.32) Int. Zarbi side corridor. a/b Sc.11 (P.33) Int. Zarbi main corridor. a/b Sc.13 (P.36) a/b Sc.14 (P.36) Side Corridor a/b Sc.15 (P.37) Main Corridor Sc.17 (P.40) a/b Sc.19 (P.41) a/b Sc.21 (P.42) a/b Sc.23 (P.43) a/b Sc.24 (P.45) ext. Planet Vortis. a/b Sc.26 (P.51) a/b	As required

- 1 -

/cont... Signature

Date

FROM RICHARD MARTIN, 501 Union House BOOKING ASSISTANT:

SUBJECT: WARDROBE, HAIR & MAKE-UP REQUIREMENTS

COPIES TO: Wardrobe and Make-up Manager ;
(1 copy)

Costume Supervisor ;
(2 copies)

Make-up Supervisor ;
(2 copies)
Ward. Mistress/Master, T.C.
(1 copy)

PRODUCTION "DR. WHO" SERIAL 'N' EP.3
& PROJECT No.:

1st Outside Rehearsal :

TRANSMISSION :-

- Page 2 -

RECORDING :-

Period of Play :

ARTIST—Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
MAUREEN O'BRIEN SWI	Vicki	Sc.1 (P.2) Int. Zarbi H.Q. As end Ep.2 A wishbone necklet is clasped round her neck. Sc.4 (P.9) a/b Sc.7 (P.16) a/b Sc.9 (P.21) a/b Sc.12 (P.34) a/b Sc.16 (P.39) a/b Sc.20 (P.42) a/b Sc.25 (P.46) a/b	As required
ROBERT JEWELL MAI	Zarbi A	Complete costume being supplied by Shawcraft as for Ep.2	
GERALD TAYLOR WEL or LAN	Zarbi B	- ditto -	
KEVIN MANER AMB	Zarbi C	- ditto -	
JOHN SCOTT MARTIN CUN	Zarbi D	- ditto -	
JACK PITT PAD	Zarbi Gun 1	- ditto -	
HUGH LUND BAY	Zarbi Gun 2	- ditto -	

Signature

Date

FROM RICHARD MARTIN. 501 Union House.

BOOKING ASSISTANT.:

SUBJECT : WARDROBE, HAIR & MAKE-UP REQUIREMENTS

COPIES TO : Wardrobe and Make-up Manager :
(1 copy)

Costume Supervisor ;
(2 copies)

Make-up Supervisor ;
(2 copies)

Ward. Mistress/Master, T.C.
(1 copy)

PRODUCTION "DR. WHO" SERIAL 'N' EP.3
& PROJECT No.:

1st Outside Rehearsal :

TRANSMISSION :-

RECORDING :-

- Page 3 -

Period of Play :

ARTIST—Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
ROSLYN DE WINTER HUN	Menoptera Vrestin A fully- practical winged butter- fly-type creature	Sc.2 (P.8) wing-base supplied by Shawcraft. Decorations to wings and remainder of costume to be supplied by wardrobe, as discussed. Sc.3 (P.8) a/b Sc.5 (P.14) a/b Sc.6 (P.15) a/b Sc.24 (P.45) a/b. Vrestin lends following T/O 3 (Shot 11 of shooting script) Sc.26 (P.51) a/b	Small large eye- pieces, as discussed. Make-up to complete effect.

for Richard Martin

...Signature

1st January 19 5

Date _____

MAKE-UP AND WARDROBE COSTS

From : RICHARD MARTIN (Producer) 501 Union House. PABX

Title of Programme "DR. WHO" SERIAL 'N' EP.4 Studio Riverside 1
(23/1/4/ 73)

Transmission date Sat. 6 Mar. 65 from 5.40 to 6.05 Week No. 10
Recording Fri. 12 Feb. 65 8.30 9.45 6

Studio rehearsal date and time Friday, 12th February 1965: 10.30 - 7.00

To : (1) Make-up and Wardrobe Manager Date of issue 1st January 1965

(2)

To be returned by

(3)

ALLOCATION £ 1100 for Filming +

Characters	Costume (Period Unspecified, on) an insect Give as many details as possible plant	Hair and Make-up

Continued overleaf (strike out if not applicable)

Are these wanted prior to transmission
for filming or Publicity photo call?

YES/NO

If so, on what date and where

Estimated cost £200

Tues. Wed. Thurs. 5/6/7 January on Stage 2, T.F.S. (see Wardrobe Plot
Photocall on Tues. 5th Jan. at 2.30 p.m. " dated 18th Dec.)

MAKE-UP AND WARDROBE COSTS

From: RICHARD MARTIN (Producer) 501 Union House. PABX

Title of Programme "DR. WHO" SERIAL 'N' EP.4
(23/1/4/3376)

Studio Riverside 1

Transmission date Sat. 6 Mar. 65 from 5.40 to 6.05 Week No. 10
Recording Fri. 12 Feb. 65 8.30 9.45 6

Studio rehearsal date and time **Friday, 12th February 1965: 10.30 - 7.00**

To: (I) Make-up and ~~Wardrobe Manager~~

Date of issue 1st January 1965

(2) Richard Martin

To be returned by

(3)

ALLOCATION £ 1100 for Filming +
6 episodes

Characters	Costume (Period Unspecified , on) an insect planet	Hair and Make-up Give as many details as possible
PLEASE SEE WARDROBE & MAKE-UP PLOT DATED 1ST JANUARY 1965		

Continued overleaf (strike out if not applicable)

Are these wanted prior to transmission
for filming or Publicity photo call?

YES/NOX

If so, on what date and where

If so, on what date and where
Tues. Wed. Thurs. 5/6/7 January on Stage 2, T.F.S. (see wardrobe Plot)
Photocall on Tues. 5th Jan. at 2.30 p.m. " dated 18th Dec.)

FROM RICHARD MARTIN, 501 Union House.
PABX
SUBJECT : WARDROBE, HAIR & MAKE-UP REQUIREMENTS

BOOKING ASSISTANT: PAULINE MAYFIELD
CLARK

COPIES TO : Wardrobe and Make-up Manager ;
(1 copy)

Costume Supervisor :
(2 copies)

Make-up Supervisor :
(2 copies)

Ward. Mistress/Master, T.C.
(1 copy)

PRODUCTION "WH. WHO" SERIAL 'P' EP. 4
& PROJECT No.: 23/1/4/3376

1st Outside Rehearsal : 8th Feb. 1965 at
L.F.L. Assembly Room, Wood Lane,
W.12. at 11.00 a.m.

TRANSMISSION : Sat. 6th March 1965
5.40-6.05

RECORDING : Friday, 12th Feb. 65
8.30-9.45 in R.1

Period of Play : Unspecified, on an insect
planet

ARTIST—Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
WILLIAM HARTNELL Mayfield	Dr. Who	Sc.4 (P.8) Int. Zarbi H.9. As end Ep.3 Sc.8 (P.24) a/b Sc.17 (P.35) a/b. (A necklace is slipped on to him)	wig, as usual
WILLIAM RUSSELL Boxmoor	Ian Chesterton	Sc.1 (P.2) Int. Optera Sect. 44 end Ep.3 (as chest dishevelled) Sc.7 (P.19) a/b Sc.16 (P.33) a/b (Hands and feet bound by Zarbi Gun) Sc.19 (P.43) a/h	As required Hands and feet are stuck with gluey, waxy substance by the Optera
JACQUELINE HILL PAR	Barbara Wright	Sc.2 (P.3) Ext. Crater of Needles. As end Ep.3 Sc.5 (P.11) a/b Sc.6 (P.15) Int. Int. a/b Sc.10 (P.28) a/b Sc.12 (P.30) a/b Sc.14 (P.31) a/b Sc.15 (P.32) a/b (Crater of Needles) Sc.16 (P.33) a/b (Planet Vortis) Sc.17 (P.35) a/b (This scene cuts into Ep.3)	As required
MAURSEN O'BRIEN SKI	Vicki	Sc.4 (P.8) Int. H.9. As end Ep.3 (A necklace is slipped on to her) Sc.8 (P.24) a/b Sc.17 (P.35) a/b	As required

FROM RICHARD MARTIN, 501 Union House

BOOKING ASSISTANT:

SUBJECT : WARDROBE, HAIR & MAKE-UP REQUIREMENTS

COPIES TO : Wardrobe and Make-up Manager ;
(1 copy)Costume Supervisor ;
(2 copies)Make-up Supervisor ;
(2 copies)Ward. Mistress/Master, T.C.
(1 copy)PRODUCTION "DR. WHO" SERIAL 'N' EP.4
& PROJECT No.:

1st Outside Rehearsal :

TRANSMISSION :-

RECORDING :-

- Page 2 -

Period of Play :

ARTIST—Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
ROSLYN DE WINTER HUN	Menoptra Vrestin	Sc.1 (P.2) Int. Optera Rest. As end Ep.3 Sc.7 (P.19) a/b Sc.16 (P.33) a/b Sc.19 (P.43) a/b with wings outspread at end of scene.	As previous episodes Hands and feet are stuck with gluey, waxy substance by the Optera
ANNE GORDON PAR	Menoptra Vrestin Wrestin	Sc.8 (P.1) Ext. Crater of Needles. As Ep.2 Dishevelled & dirty. Sc.9 (P.13) a/b Sc.9 (P.13) Int. Hut. a/b Sc.10 (P.29) a/b Sc.12 (P.31) a/b Sc.14 (P.31) a/b Sc.15 (P.32) a/b in Crater of Needles Sc.16 (P.42) Ext. Planet Vertis a/b Sc.20 (P.47) a/b Cuts into T/C3 of Filming Schedule	As Ep.2 Dishevelled & dirty
JOLYON BOOTH WIM	Menoptra Prapillus	Sc.2 (P.3) Ext. Crater of Needles. A stump- winged, old Menoptra. Drably clad and dirty. Sc.5 (P.13) a/b Sc.6 (P.15) Int. Hut. a/b Sc.11 (P.29) Ext. Crater of Needles. a/b Sc.13 (P.31) a/b Sc.15 (P.32) a/b Sc.16 (P.42) Ext. Planet Vertis. a/b Sc.20 (P.47) a/b	As discussed

- 1 -

Signature

Date

FROM RICHARD MARTIN

BOOKING ASSISTANT.:

SUBJECT : WARDROBE, HAIR & MAKE-UP REQUIREMENTS

COPIES TO : Wardrobe and Make-up Manager : (1 copy) Costume Supervisor : (2 copies) Make-up Supervisor : (2 copies) Ward. Mistress/Master, T.C. (1 copy)

PRODUCTION "DR. WHO" SERIES '81' EP. 4 1st Outside Rehearsal : & PROJECT No.:

TRANSMISSION :- - Page 3 - RECORDING :- Period of Play :

ARTIST—Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
JOCELYN BIRDSALL	Menoptra Hiyaia	Sc.2 (P.2) Ext. Inter of needles. A stump- winged Menoptra, young, rather beautiful female. Drably clad and dirty. Sc.3 (P.13) a/b Sc.6 (P.13) a/b Sc.10 (P.14) Int. Mat. a/b Sc.11 (P.14) a/b Sc.14 (P.14) a/b Sc.15 (P.14) a/b Sc.16 (P.14) a/b Cuts into 1/2 of filming schedule	As discussed
ROBERT JEWELL MAI	Zarbi A	Complete costume from Shawcraft as ep.3	
GERALD TAYLOR c/o Agent: L.M. Agency WEL	Zarbi B	- ditto -	
KEVIN MANER AMB	Zarbi C	- ditto -	
JOHN SCOTT MARTIN CUE	Zarbi D	- ditto -	
JACK PITT PAD	Zarbi Gun 1	- ditto -	
HUGH LUND BAY	Zarbi Gun 2	- ditto -	

Signature

Date

FROM RICHARD MARTIN

BOOKING ASSISTANT.:

SUBJECT : WARDROBE, HAIR & MAKE-UP REQUIREMENTS

COPIES TO : Wardrobe and Make-up Manager ;
(1 copy)Costume Supervisor ;
(2 copies)Make-up Supervisor ;
(2 copies)Ward. Mistress/Master, T.C.
(1 copy)PRODUCTION "DR. WHO" SERIAL 'N' EP.4
& PROJECT No.:

1st Outside Rehearsal :

TRANSMISSION :-

RECORDING :-

-Page 4 -

Period of Play :

ARTIST—Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
IAN THOMPSON	Optera Mstra A moth-type, underground creature. Leader of the Optera	Sc.7 (P.19) Int. Optera Rest. As discussed. Stumped costumes. Sc.19 (P.43) a/b	As discussed. Large-eyed mask with effect completed by make-up
BARBARA JOSS	Optera Mimini A female optera	Sc.7 (P.19) Int. Optera Rest. As discussed. Stumped costumes. Sc.19 (P.45) a/b	As above
MARTIN JARVIS	Menoptra Hilio	TO Sc.14 (P.47) Ext. Planet Tortis. A fully-practical winged menoptra. This scene cuts into T/C 3 on Filming Schedule. (Hilio may well appear in earlier scenes of Menoptra also)	As discussed (as other Menoptra)
EP. 3 EXTRAS	Slave Menoptra	Can use costume of the late Menoptra 3 (killed off in Ep.2)	
JANE BONNAN To be used in Ep. 4	Optera Guard	As other Optera costumes	
LEN RUSSELL To be used in Ep. 4	Optera	- ditto -	

for Richard Martin

Signature

1st January 1965

Date

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'N' EPS. 3-6 (23/1/4/3375-8)

Mr. Peter Wigzell

1st January 1965

Copies to: Mr. Ralph Walton
Mr. Mark Lewis
Mr. Alf Davis

This is to confirm the booking of 3 still B.F. in
Diverside 1 on Fridays, 5th, 12th, 19th and 26th February.
There will be four background shots of landscape and skyline,
which will be taken next Thursday, 7th January, on Stage 2 at
Ealing at 10.00 a.m.

We should like a screen 12' x 10' and a mirror 10' x 8',
on each Friday.

(for Richard Martin)

" D O C T O R W H O "

Serial 'N'

'The Web Planet'

by

Bill Strutton

FILMING: WEEK 1 - MONDAY/FRIDAY, 4/8 JANUARY 1965.

STAGE 2, TELEVISION FILM STUDIOS, EALING.

9.30 a.m. to 5.30 p.m. daily.

Producer	VERITY LAMBERT
Associate Producer	MERVYN PINFIELD
DIRECTOR	RICHARD MARTIN
CAMERAMAN	PETER HAMILTON
Film Editor	GITA ZADEK
Script Editor	DENNIS SPOONER
Designer	JOHN WOOD
Costume Supervisor	DAPHNE DARE
Make-up Supervisor	SONIA MARKHAM
P.A.	NORMAN STEWART
A.F.M.	GILLIAN CHARDET
Secretary	BARBARA CANNELL

DISTRIBUTION

Mr. Hugh Wilson	}	T.F.S.
Mr. Terry Hunt (4)		
Mr. S. Crombie		
Mr. R. Wideson		
Mr. Peter Hamilton		
Mrs. Gita Zadek	}	
Mr. J. Blackburn		
Mr. John Wood (2)	}	T.C.
Miss Dare (2)		
Miss Markham (2)		
Miss Glanville		
Org. Serials D. Tel. (2)		
Press Office	}	
Scene Master		
Movement Control		
Miss Mansfield Clark - 2071 Ken. House		
Miss V. Lambert - 505 Union House		
Mr. M. Pinfield - 503 Union House		

DATE	SHOT NOS.	SLATE NOS.	EP/TK	DESCRIPTION	ARTISTS	REMARKS	SHOOTING ORDER
Monday, 4th January 1965.	1		1/2 P.4	WIDE ANGLE of sky-line. ZOOM IN on satellite. DEPRESS to see web in fgd. SHARP FOCUS on web. Lose web and TRACK BACK to include stalagmite in fgd. Hold hot for 10 secs. Put in model of police box. Hold a further 10 secs.			8
"	2		1/3 P.31	C.U. of tie (IAN's) entering acid and remains being lifted out			9
"	3		2/2 P.8	MEDIUM SHOT of model Tardis being dragged.			1
"	4		2/2 P.8	ZARBI in fgd. Model being dragged.			3
"	5		2/3 P.9	Uneven TRACKING or CRABBING shot of landscape			6
"	6		2/3 P.9	Full face of a ZARBI	GERALD TAYLOR		4
"	7		2/4 P.12	Bracelet thrown into acid		Effects shot	10
"	8		2/5 P.17	Uneven CRABBING shot of landscape			7
"	9		2/5 P.17	ZARBI in fgd. next to end of web. Tardis being dragged.	GERALD TAYLOR		6
"	10		2/5	P.O.V. shot from inside web. of Tardis coming into tunnel or web.		Model tunnel set	2
Thursday, 7th January.	11		3/3 P.46	LESTIN flying to attack IAN	ROSELYN de WINTER	Kirby's flying ballet	

DATE	SHOT NOS.	SLATE NOS.	1 P/TK	DESCRIPTION	ARTISTS	REMARKS	SHOOTING ORDER
Tuesday, 5th January.	12		4/2 P.	LONG, HIGH ANGLE shot empty set			
"	13		4/3 P.	HIGH ANGLE. BARBARA, PRAPILLUS and HROSTAR entering U.R.	JACQUELINE HILL JOLYON BOOTH ARNE GORDON		
"	14		4/3 P.	LOW ANGLE. MIDSOT. Party walking through frame R. to L.	a/b		
Thursday, 7th January.	15		4/3 P.	FLYING SHOTS of spearhead landing and flying against sky cloth.	ROSLYN de W. MARTIN JARVIS	Kirby's flying ballet	
Tuesday, 5th Jan.	16		4/3 P.	BARBARA, HROSTAR and PRAPILLUS moving through plateau. HOLD BARBARA and HROSTAR. LOSE PRAPILLUS out L. of frame.	JACQUELINE HILL JOLYON BOOTH ARNE GORDON		
Thursday, 7th Jan.	17		4/3 P.	LOW ANGLE SHOT of HILIO landing on top of rock	MARTIN JARVIS	Kirby's flying ballet	
Tuesday, 5th Jan.	18		4/3 P.	Intercutting shots of BARBARA and HROSTAR with HILIO	JACQUELINE HILL ARNE GORDON MARTIN JARVIS		
"	19		4/3	MID SHOT BARBARA. PAN off BARBARA to reveal TWO ZARBI and ZARBI CANNON, one MENOPTRA (full wing spread) (Interco C's)	JACQUELINE H. JOHN COIT MARTIN KEVIN MANSER J. C. PITT		

DATE	SHOT NOS.	SLATE NOS.	EP/TK	DESCRIPTION	ARTISTS	REMARKS	SHOOTING ORDER
Wednesday, 6th Jan.	20		4/3	LOW ANGLE shot of HILIO directing MENOPTRA	MARTIN JARVIS		
"	21		4/3 P.	ZARBI CLAW fgd. directing CANNON into pos. PAN UP to MENOPTRA on rock	ROBERT JEWELL JACK PITT ROSLYN de WINTER		
"	22		4/3	ZARBI in fgd. 2 MENOPTRA running to attack CANNON.	ROBERT JEWELL ROSLYN de WINTER MARTIN JARVIS JACK PITT		
Tuesday, 5th Jan.	23		4/3	HIGH ANGLE of BARBARA and HROSTAR into shot R. followed by 2 ZARBI. BARBARA & HROSTAR exit L. HOLD on ZARBI.	JACQUELINE HILL ARNE GORDON JOHN SCOTT MARTIN KEVIN MANSER		
Wed. 6th Jan. & Thurs. 7th Jan.	24 (2 shots) Blank-ing		4/3	LONG SHOT of MENOPTRA running, being chased by CANNON. MENOPTRA takes off and passes over lens as TRACKS into ZARBI CANNON.	MARTIN JARVIS JACK PITT		
Tuesday, 5th Jan.	25		4/3	BARBARA & HROSTAR enter R. of frame and come towards Cam. (Dialogue) Move to Cam. R. then wipe shot to include ZARBI following. PRAPILLUS enters L. of frame to attack ZARBI. Lose BARBARA & HROSTAR out R. HOLD on PRAPILLUS and ZARBI	JACQUELINE HILL ARNE GORDON GERALD TAYLOR JOLYON BOOTH		

DATE	SHOT NOS.	SLATE NOS.	LP/TK	DESCRIPTION	ARTISTS	REMARKS	SHOOTING ORDER
Tuesday, 5th Jan.	26		4/3	LONG SHOT BARBARA, HROSTAR with FRAPILLUS following. When they come close to cam. 2 ZARBI and a ZARBI CANNON enter from underneath cam. On U/S rock a ZARBI and MENCPTRA are fighting. BARBARA and HROSTAR, with FRAPILLUS directing retreat U/S and out of frame L. Move in on ZARBI CANNON, which has started to follow group.	JACQUELINE HILL ARNE GORDON JOLYON BOOTH ROBERT JEWELL JOHN SCOTT MARTIN JACK PITT KEVIN MANSE		
"	27		4/3	REVERSE HIGH ANGLE SHOT of (26). Dead MENCPTRA in fgd. PAN group past Cam. until BARBARA turns and looks back into Cam.	a/b		
Wed. 6th Jan.	28		4/3	BARBARA's P.O.V. of ZARBI CANNON	JACK PITT		
Tuesday, 5th Jan.	29		4/3	GROUP running behind rock	as (27)		
Wed. 6th Jan.	30		4/3	ZARBI directing CANNON	JOHN SCOTT MARTIN JACK PITT		
"	31		4/3	Inter cut C.U.s of CANNON moving and GROUP running.	as (27)		
Tuesday, 5th Jan.	32		4/3	HIGH ANGLE of cliff face. GROUP run in L. Are checked by ZARBI, who enter D.R. of frame. CAM IN to GROUP against wall, losing ZARBII and CANNON.	as (27)		

DATE	SHOT NO.3.	SLATE NOS.	EP/TK	DESCRIPTION	ARTISTS	REMARKS	SHOOTING ORDER
Tuesday, 5th Jan.	33		5/2 P.	LOW ANGLE of CANNON levelling on GROUP	as (27)		
"	34		5/2 P.	LOW ANGLE of GROUP. BARBARA turning and stumbling against wall, which gives and opens. GROUP runs through opening.	as (27) less Zarbii		
Wed. 6th Jan.	35		5/2 P.	HIGH ANGLE of ZARBII and CANNON approaching through opening, which closes slowly.	ROBERT JEWELL GERALD TAYLOR KEVIN MANSE JOHN SCOTT MARTIN JACK PITT		

22.12.64

VERITY.

4th January, 1965.

As requested, I rang Norman Stewart
at Ealing.

He told me the set was all right,
and John Wood was working on it quite
happily.

V.S.

EALing
Stage 2.

VERITY.

4th January, 1965.

Derek Hoddinott rang about the
Zarbi/Menoptera photo call tomorrow,
Tuesday, 5th January.

He said this clashed with an A-R
photo call for Patrick Wymerk, but
Douglas Marlborough is definitely
coming to ours, so he thinks that
quite a few papers will follow suit.

Therefore Derek hopes we have put
on "quite a good spread" and that
the writer and designer will be there.

(over)

Ext.

(Derek told me you had said that
Bill Strutton would be there, so I
did not 'phone him.)

VERITY.

4th January, 1965.

Daphne Dare rang.

Jacqueline Hill has bought some trousers that she wishes to wear for the filming for Serial N this week and, also, for that serial.

She will not ask the BBC to buy them UNLESS SOMETHING HAPPENS TO THEM.

Daphne says they are very expensive, (£16.16s.0d.) and she does not know if you will agree to this arrangement. Provided nothing happens to them, it would be perfectly all right, as she would only have to get them cleaned, and then return them to Jackie.

Val

Ext.

5th January, 1965.

Daphne rang to say that she is taking a pair of grey pants down to the filming for Jackie that she has worn before.

P.T.O.

She will also take a black pair, but Jackie does not like these very much and, also, does not think she will be able to get in to them, as she is putting on weight.

Daphne has asked Jackie to bring her own 16-guinea pair down too, "just in case".

6th January, 1965.

Daphne rang from Ealing to say she had misunderstood Jackie, and she wishes to wear the expensive trousers for to-day only and get another pair for the recordings, so she is going to do this.

VERITY.

5th January, 1965.

Derek Houdinott rang to say that all the principal television correspondents would be coming to the Zarbi/Menoptera photo call this afternoon, as well as the photographers.

He would like to speak with you about this. Please will you ring him?

Ext.

SERIAL N.

Music

No music was specially recorded for Serial N, as electronic sounds were used.

vas.

5.1.65.

VERITY.

6th January, 1965.

I rang Norman Stewart at Ealing and asked him if

a) there were going to be Zarbi down there tomorrow

and b) if Betty Best of the Australian Womans Weekly could go down with a photographer and Bill Strutton and take some pictures.

Norman said there would be Zarbi, and they could come down about 11.00 a.m. tomorrow morning, but they would have to wait and fit in with the filming.

Val

EALing

(I passed this information on to Derek Hoddinott, who will tell Betty Best and Bill Strutton.)

VERITY.

6th January, 1965.

Norman Stewart rang from Ealing.

He told me they would need another day's filming, and he knew that Stage 2 down there will be free next Monday, 11th January.

The cost of this would be between £80 and £100 .. no more.

Vol

EALing

Terry Cook rang to say filming O.k. for Monday.

I told Norman at Ealing.

BRING FOR THE DAY, 22nd JANUARY.

VERITY.

6th January, 1965.

Jacqui Stonebridge, Pictorial
Publicity, rang.

She wants to send a photographer down
to Riverside 1 on Friday, 22nd Jan.
to cover Serial N, Episode 1.

I told her to get him to come at
5.30 p.m. as usual for the last
run-through, and to ask for
Norman Stewart.

VJ

B.H.Ext.

68

I have passed a copy of this note
to Richard Martin's office.

TELEVISION RECORDING REQUEST

Handwritten signature

PART ONE

From: Terence Cook (Producer)

Dated: 6.1.65.

To: Telerecording Clerk, Room 6050, Main Block T.C.

11 JAN 1965

A. REQUEST FOR 35 mm RECORDING/TRANSFER

(Delete as appropriate)

Production:

No: 35/ /

Date:

With Sepmag } Delete as
Without Sepmag } appropriate

(To be filled in by
Telerecording Clerk)

B. REQUEST FOR 16 mm RECORDING

Production:

No: 16/ /

Date:

With Sepmag Direct Positive } Delete as
Without Sepmag Negative Positive } appropriate

(To be filled in by
Telerecording Clerk)

C. REQUEST FOR TAPE RECORDING/TRANSFER

BBC-1

(Delete as appropriate)

Production: DR. WHO - 6/6 'N'

23/1/4/3378

No: VT/VT, 26302

Date: 26.2.65.

NOTE: The tape will be wiped within 24 hours of transmission/transfer unless (a) instructed under 'K' below, or (b) a separate request for retention is issued after transmission.

Week 8

(To be filled in by
Telerecording Clerk)

D. SOURCE OF ~~TAPE~~ Tape Recording/Transfer

(Delete as appropriate)

E. R.L.

E. LENGTH OF PROGRAMME

or NUMBER AND LENGTH OF INSERTS

25'

F. RECORDING/TRANSFER TIME

(Delete as appropriate)

2030 - 2145

G. REHEARSAL TIME

(To be filled in only when rehearsal of a tape insert is involved)

H. DATE AND TIME OF TRANSMISSION

20.3.65.

I. CHARGE TO

(Applicable to 35/16 mm bookings only)

K. SPECIAL INSTRUCTIONS

Editing block-booked

R. Martin (PABX 4097/8)

Signed: (Producer)

Handwritten signature
(Terence Cook)

(Organizer)

PART TWO

From: Telerecording Clerk.

To: (35/16 mm bookings) Organizer: Telerecording Manager; Telerecording Editor: Mr. Ivor Smith; Studio Bookings; Film Library; Film Costing Dept; TEL. O & M.

(Tape bookings) Organizer: Mr. West; Telerecording Manager; Studio Bookings; Film Library; Mr. Ivor Smith; TEL. O & M.

The above booking has been accepted as per details/amended details, shown in Part One.

(Signed)

Handwritten signature

Date:

8.1.65

VERITY.

7th January, 1965.

I rang Norman Stewart at Ealing.

To-day's film rushes will be shown
tomorrow, Friday, 8th January, at
9.15 a.m. in Studio H, Ealing.

✓

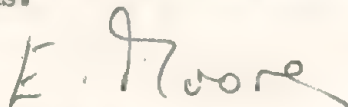
EALing
Stage 2.

(It is in your Diary).

From: Secretary to A. to H.S.M.Tel.(I) 4036, T.C. Ext. 2178/9
Subject: "DR. WHO" SERIAL 'N' EPS. 3-6 6th January 1965
To: Richard Martin

Thank you for your memo of 1st January giving your back projection requirements.

Could you please ask your designer if it is at all possible to fit a 6' x 6' mirror into the set instead of a 10' x 8' as having the larger mirror down at Riverside causes many complications.

A handwritten signature in dark ink, appearing to read 'E. Moore'. The signature is fluid and cursive, with a long horizontal stroke at the end.

(Peter Wigzell's Secretary)

From:

M LEWIS (8TH JAN 1965)

TECHNICAL OPERATIONS PRODUCTION REQUIREMENT SCHEDULE

Prod?

Production: - DR WHO [NI]

		Project No.	
	Date(s)	Time(s)	Prod. V. LAMBERT
Transmission			Studio RIV ONE
Recording	22 ND JAN	0930	Crew Supervisors
Sound Recording			14 ML RW RMA
Pre-rehearsal			Bookings accepted: 11 JAN 1965
Outside Rehearsal			Date

Lighting: (Abnormal items only)

	No.	Mountings	Additional Staff (State function)	Additional Instructions
Cameras	1.	PED (Z)	CAMERAMAN	15' (PLATEAU HEIGHT) TOWER FOR CAMERA. METAL TRIPOD & BASE (ELASTIC ROPE SUPPORTING).
	2.	PED		
	3.	PED (50)		
	4.	PED (RF)		
	5.	METAL TRIPOD & BASE	BASE (Z)	Mechanic required at 0930 hours on 22 ND JAN (date) BALANCE PEDS WITH ZOOMS
	6.			

Sound Booms:

Additional Sound Staff
(State function):

Abnormal lenses, Optical and Inlay Devices:

ONE 50° LENS ✓
TWO ANOMALOUS ZOOMS
ROTATING (SINGLE) PRISM LENS

Inlay Operator is/ ~~not~~ required

FOR OVERLAY

Monitors: (Note any to be slung)

27" MONITOR (TYPE 2740).
TWO SLINGABLE MONS
TWO FLOOR MONITORS

Remote Contributions (S & V):

Genlock: (BOOKED THRU
C.A. BKES UNIT 8/1/64)

Telecine:

S.C.M.

Riggers required for: CAMERA TOWER &
TWO SLUNG MONITORS
Rigging at 0930 hours, on 22ND JAN (date)
AFTER
Derigging at 12:00 hours, on 22ND JAN (date)

YES.

Unwanted dollies and booms ~~should~~ be removed from studio
need not

HOLIDAYS

Jacqueline Hill - 30th January - 9th February
1965

(During Week 5 : N.Ep.3)

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'N' EF.1 (23/1/4/3373)

Miss Kathleen Knight, Studio Bookings. 11th January 1965

Episode 1 of this new story in the "Dr. Who" saga will be in Riverside 1 on Friday, 2nd January. Camera rehearsals begin at 10.30 a.m. Would you please allocate dressing rooms to the following artists:

WILLIAM HARTNELL : WILLIAM MOORE : JACQUELINE HILL

MAURICE O'BRIEN : ROBERT JIMELL : GERALD TAYLOR :

JACK PITT.

Many thanks.

Barbara Carroll

(for Richard Martin)

Verity Lambert, (505 Union House)

PABA Ext.

SCRIPTS : "DOCTOR WHO".

11th January, 1965.

Mr. Richard Martin, Mr. Douglas Camfield.

Dennis Spooner, the Story Editor on the above series, is always available for any advice and alterations you may wish to make to scripts during the rehearsal period. Would you please contact him if you need any re-writes and would you also please get your A.P.M. to telephone to Margaret Turner any alterations you may make in the course of rehearsals. This should be done every evening at the end of the rehearsal period.

Vas.

(Verity Lambert)

VARIETY.

1141 Broadway, 1965.

Terry Cook rang.

He said Richard Martin had asked if
he could book an experimental version
next ~~January~~, ~~late January~~, so he
could "tied something up with the
filming".

Terry had booked the Television
Theatre on ~~January~~, ~~late January~~,
11.00 a.m. - 1.00 p.m.

Val

Ext.

Told Barbara at Ealing.

MERVYN PINFIELD.

...
of "DOCTOR WHO", and his name should not be
on any billings, captions etc. from
Serial N onwards.

Yes.

11.1.65.

Barbara Carroll in Richard Martin's office
has been informed.

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

	PRODUCTION	"DR. WHO" SERIAL 'A' PART 1		BBC	1	A2
	Producer	RICHARD MARTIN		Ext.		
	Assistant	DENNIS SPOONER		Ext.	"	
	Designer	JOHN WOOD		Ext.		
	Filming	--	Studio Rehearsal	Friday, 22nd January 65 10.30 - 7.00		
	Project Number	23/1/4/3073				
	Transmission	Sat. 13th February 65: 5.40-6.05		Studio		

WOULD YOU PLEASE AMEND THE ROLLER CAPTION, ON THE
GRAPHICS REQUIREMENTS FORM DATED 1st JANUARY 1965,
AS FOLLOWS:

insert after 'Title music by NEW ORCHESTRA and the
BBC Radiophonic Workshop'

Film Cameraman
PETER HAMILTON

Film Editor
GITA ZADEK

Continue:

Story Editor
DENNIS SPOONER

Designer
JOHN WOOD

Delete last Frame: Associate Producer
MERVYN PINFIELD

for Richard Martin Signature

12th January 1965 Date

Received

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

PRODUCTION	"DR. WHO" SERIAL 'N' EPISODE 2		BBC	1	2	
Producer	NORMAN PINFIELD		Ext.			
Assistant	NORMAN PINFIELD		Ext.	"		
Designer	JIMMY WATSON		Ext.			
Filming	--	Studio Rehearsal	Friday, 29th January 65: 10.30-7.00			
Project Number	25/1/4/3374					
Transmission	Sat. 20th February 65: 5.40-6.05		Studio	Rev.1		

The missing name on the Roller caption for which we sent a Graphics Requirement on 1st January 1965 is:

Hrhoonda
ARTHUR BLAKE

Please delete last frame:

Associate Producer
MERVYN PINFIELD

for Richard Martin Signature

Received

12th January 1965

Date

BRING FORWARD 20th January.

VERITY.

12th January, 1965.

Allocations rang.

They told me they had an invoice in for £22.0.0. for the 27" monitor from 17th December, 1964 - 16th June, 1965.

They asked if we would be using it that long.

I told them not to do anything with this bill until I had asked you about it, as I think you have objections to paying it this time.

Val

Ext.

VERITY.

20 1.1965.

Ring Allocations about this.

Richard Martin, 501 Union House. P4BA

"DR. WHO" SERIAL 'R' EPISODES 1-6 (23/1/4/3373-8)

Senior Fireman, Riverside. Copies to: Mr. R. Tait
House Services Manager
Riverside.

12th January 1965

This serial in the "Dr. who" saga will be recording
in Riverside 1 on Fridays in weeks 3 to 8 inclusive, i.e.
22nd and 29th January, 5th, 12th, 19th and 26th February.
Dry ice will be used on the set in each episode.

(for Richard Martin)

Secretary to Verity Lambert, (505 Union House)

PABX Ext.

"DOCTOR WHO" : TRANSFERS : SERIAL M EPISODE 4 : SERIAL N EPISODES
1,2,3,4, and 5.

Organiser, Serials, D.Tel.

12th January, 1965.

Mr. Richard Martin's office have informed me that they will require a transfer to 35mm. film of the last 3-minutes of video-tape of Serial M Episode 4 and Serial N Episodes 1, 2, 3, 4 and 5 on the following dates:-

Monday, 18th January, 1965

Monday, 25th January, 1965

Monday, 1st February, 1965

Monday, 8th February, 1965

Monday, 15th February, 1965

Monday, 22nd February, 1965

Please will you arrange this for us?



vas.

(Secretary to Verity Lambert)

12th January 1965

Hugh Lund, Esq.,

Dear Mr. Lund,

Enclosed are scripts for
Episodes 2-5 of "Dr. Who" Serial 'N'
and a map showing the rehearsal room
in Wood Lane, and Riverside Studios
where we record.

Yours sincerely,

Burton Connell.

(Assistant to Richard Martin)

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

	PRODUCTION	"J. J. J." [unclear] [unclear] 3		BBC	1	2	
	Producer	[unclear] [unclear]		Ext.			
	Assistant	NORMAN STEWART		Ext.	"		
	Designer	JOHN WOOD		Ext.			
	Filming	—	Studio Rehearsal	Friday, 12th February 1965 10.10-7.00			
	Project Number	25.1.4/1965					
	Transmission	Sat. 27th February: 5.40-6.05			Studio	11.1	

PLEASE DELETE THE LAST NAME FROM THE ROLLER CAPTION
REQUIREMENT SENT TO YOU ON 1ST JANUARY 1965, i.e.

Associate Producer
Mervyn Pinfield

for Richard Martin

Signature

Received

12th January 1965

Date

12th January 1965

Ian Thompson, Esq.,

Dear Mr. Thompson,

Enclosed are scripts for
episodes 4 and 5 of "Dr. Who"
Serial 'N'. Episode 6 will follow
later.

I'm also sending a map on which
is marked in ink the rehearsal room
in Wood Lane. Riverside Studios are
shown in red.

Yours sincerely,


(Assistant to Richard Martin)

12th January 1965

Miss Barbara Joss,

Dear Miss Joss,

Enclosed are scripts for
episodes 4 and 5 of "Dr. Who"
Serial 'N'. /

I'm also sending a map on which
is marked in ink the rehearsal room
in Wood Lane. Riverside studios are
shown in red.

Yours sincerely,

Barbara Lunnell

(Assistant to Richard Martin)

12th January 1965

Mrs. Jocelyn Birdsall,

Dear Mrs. Birdsall,

Enclosed are scripts for episodes 4 and 5 of "Mr. Who" serial 'A'. Episode 3 will follow later.

I'm also sending a map on which is marked in ink the rehearsal room in Wood Lane. Riverside Studios are shown in red.

I will confirm the arrangement for movement practice as soon as I know definitely. What I did not realise this morning was that you will not be in Episode 2 which starts rehearsing that day (25th January), but Richard would like you to come in the evening if you can.

Yours sincerely,

Barbara Cunnell

(Assistant to Richard Martin)

12th January 1965

Martin Jarvis, Esq.,

Dear Martin,

Sorry you didn't get the previous script for ep.4. Better luck with this one, and episode 5 that goes with it. 6 will follow in due course.

I'm also sending a map on which I've marked the rehearsal room in Wood Lane, and you will see that Riverside Studios are marked in red.

Yours sincerely,

Barbara

(Barbara Cannell)

'THE WEB PLANET'

First Episode Saturday, 27th March, 1965
(pre-recorded 22nd January, 1965)

Written by Bill Strutton

Directed by Richard Martin

Produced by Verity Lambert

THE SERIAL

Commencing transmission on 27th March, 1965, a six part "DOCTOR WHO" serial will be presented each Saturday at 5.40 p.m. (?) on BBC-1.

Episode titles are as follows:-

1. The Web Planet.
2. The Zarbi
3. Escape to Danger.
4. Crater of Needles.
5. Invasion.
6. Centre of Terror.

SYNOPSIS

The Tardis is drawn down towards a planet, subsequently found to be "Vortis", by an unknown force. The planet is alien, of lunar terrain and completely un-earth-like. Doctor Who attempts to take off again, but the unknown force prevents them from doing so. A noise is heard that Vicki is extremely vulnerable to and Barbara stays in the ship with her, while Doctor Who and Ian explore tentatively. The Doctor suspects that they are on Vortis but expects to find civilisation, not the antiquated remains that greet them. Barbara is influenced by an unknown force that drags her, in a complete blankness, from the Tardis. Doctor Who and Ian return to the ship with their discoveries to find the Tardis gone. Barbara, stumbling across the terrain is seen to be held in the clutches of 'The Zarbi' a strange ant-like creature that apparently inhabits Vortis. Before she is drawn into their clutches however she is rescued by a band of 'Menoptera' - butterfly creatures that lived in the planet until the uprising of the Zarbi. Doctor Who and Ian find tracks of the ship, which shows that it has been dragged away. They follow the tracks. Vicki still inside the Tardis, sees the Zarbi dragging her towards their headquarters - a large, webshaped building, that is growing, spreading its 'tentacles' right across and round the Planet Vortis. The ship is taken inside, and Vicki, lured from the ship, is forced into a necklet by the Zarbi which reduces her to the dazed, trancelike state we saw in Barbara. Doctor Who and Ian, following the tracks are captured by the waiting Zarbi and transported to the Web Headquarters. Barbara - with the menoptera - is freed from a bracelet that had the effect of the necklet. She comes round and learns that these Menoptera are a pilot party of an invasion force dedicated to the recapture of their planet before the web envelopes Vortis, when all hope will be lost. Doctor Who is told by a voice from the Web Centre that he must assist the Zarbi, using the Tardis instruments to forestall the impending invasion. Barbara is captured with her menoptera and sent to the Crater of Needles, a slave colony, where matter is fed to the growing web. Ian escapes from the Headquarters to search for Barbara - he meets Vestin, a menoptera from the pilot party, and, eluding capture from the Zarbi, they fall through a crevice into the underground caverns of the Planet. Doctor Who and Vicki forced to work for the Zarbi, but plotting their escape, are used to give the landing point of the Menoptera spearhead of the invasion the Sayo Plateau, above the Crater of Needles.

Barbara, with Rostar and Papillus, both menoptera, the latter a wise old man, see the Zarbi massing and try and warn the spearhead, escaping from the Crater of Needles to do so. The Zarbi are victorious and the spearhead is routed, their weapons unequal to the menace that awaits them. Ian and Vestin, underground, discover a race of menoptera - the optera, who hiding below have evolved to their environment, they eventually succeed in winning the optera help against the enemy above. Doctor Who and Vicki escaping to warn the menoptera spearhead meet again with Barbara. Plans are laid to move against the headquarters, whatever sits at the centre of the web has controlled the Zarbi for its planet conquest. Ian, Barbara, Doctor Who and Vicki all follow their own lines of action and the net result is the destruction of the 'spider cyndron' and the freeing of Vortis for the Menoptera and Zarbi to live in peace. The Tardis leaves for new adventures.

N.B. As everyone already knows, the inhabitants of this strange planet are, ant-like creatures called the Zarbi and butterfly creatures called the Menoptera. Both these creatures are of insect-type origin. They are not, if at all possible, to be described as monsters. This story is about a planet in another galaxy where evolution has taken a different form in that insects have become dominant races. Both these insects have different characteristics: the Menoptera are intelligent and highly civilised: the Zarbi are of a different, lower level of intelligence and have no form of language communication with either the Menoptera or the Doctor Who party.

The parts which are underlined should not be revealed to the Press, but the background material at the beginning of the synopsis may be revealed if necessary.

THE AUTHOR

The author of this series is Bill Strutton, who has contributed to many television series including "DR. FINLAY'S CASEBOOK" for BBC, "NO HIDING PLACE", "DANGER MAN", "THE SAINT", "THE PROTECTORS", "HARPERS WEST ONE" and "TOP SECRET" for ITV and wrote "TOY TRAP" in the "AVENGERS" series. He has been commissioned to write two episodes of "R.3" for BBC and is also contributing to "COURT MARTIAL", an American film series now being made over here for ITV. He has written three books.

THE STORY EDITOR

Dennis Spooner has now joined the BBC as Story Editor on "DOCTOR WHO". He has worked as a freelance writer since 1958 and has contributed in this time towards "NO HIDING PLACE", "THE AVENGERS", "FIREBALL XL5", "STINGRAY", "BOOTSIE AND SNUDGE", and a play for Associated Rediffusion, "NO CAUSE FOR ALARM", a radio adaptation of which was also transmitted by BBC Radio. For BBC he has contributed towards "COMEDY PLAYHOUSE" and he wrote the French Revolution and Roman serials for "DOCTOR WHO".

THE DIRECTOR

Richard Martin joined the BBC from the theatre. He has worked on "COMPACT" and directed 2 episodes of the first Dalek serial and the whole of the second Dalek serial for "DOCTOR WHO".

THE PRODUCER

Verity Lambert.

THE ARTISTS

WILLIAM MARTNELL as Doctor Who

WILLIAM RUSSELL as Ian Chesterton

JACQUELINE HILL as Barbara Wright

MAUREEN O'BRIEN as Vicki

ROSLYN DE WINTER as Vrestin.

Roslyn de Winter is Australian by birth. She speaks French, German and modern Greek and went to Melbourne University. She studied at the Jacques le Coq school of mime in Paris and then did 8 years of broadcasting and television for ABC in Australia. She has appeared on BBC Television in "DAY OF THE DRONGO", "CARRIED BY STORM" and "R.3". Recently she was in "SPRING SONG" at the Mermaid Theatre and the Edinburgh Festival, and she has a part in the John Schlesinger film, "DARLING", which has not yet been released.

MARTIN JARVIS as Hilio.

Martin Jarvis appeared in "THE HEIRESS" at the Ashcroft Theatre, Croydon and in Brighton, "PRESENT LAUGHTER" at the Ashcroft Theatre, Croydon and, more recently, as Phillipe in "POOR BITOS" at the Duke of York's Theatre. He has done some broadcasting and appeared on BBC television in the "KIPLING" series.

ARNE GORDON as Hrostar.

Arne Gordon is a South African and he appeared as Fagin in "OLIVER" over there. In 1964 he was in "THE FINAL SOLUTION" at Wimbledon, Edinburgh and Wolverhampton.

JOLYON BOOTH as Prapillus

Jolyon Booth was with the Stratford Theatre Company at the Aldwych in the "WARS OF THE ROSES" series and appeared as the Bishop of Ely in "RICHARD III". He left the Company in March 1963. He has appeared on ITV in "FEYDAU", "NO HIDING PLACE", "VICTORIA REGINA", "THE TROUBLE WITH ENGLAND", "GIDEON'S WAY", "A VOICE IN THE SKY" and "CRANE" and was in 2 episodes of "Z CARS" for BBC. He appeared in the film "MOLL FLANDERS" and has a part in the John Schlesinger film "DARLING" which has not yet been released.

FILMING

Monday, 4th January - Ealing Stage 2

PLANET VORTIS

Gerald Taylor

Tuesday, 5th January - Ealing Stage 2

PLANET VORTIS

Roslyn de Winter
Arne Gordon
Jolyon Booth
Martin Jarvis
Gerald Taylor
Robert Jewell
Kevin Manser
John Scott Martin
Jack Pitt

Wednesday, 6th January - Ealing Stage 2

PLANET VORTIS

Jacqueline Hill
Roslyn de Winter
Arne Gordon
Jolyon Booth
Martin Jarvis
Gerald Taylor
Robert Jewell
Kevin Manser
John Scott Martin
Jack Pitt

Thursday, 7th January - Ealing Stage 2

PLANET VORTIS

Jacqueline Hill
Roslyn de Winter
Arne Gordon
Jolyon Booth
Martin Jarvis
Gerald Taylor
Robert Jewell
Kevin Manser
John Scott Martin
Jack Pitt

Friday, 8th January - Ealing Stage 2

PLANET VORTIS

Roslyn de Winter
Arne Gordon
Jolyon Booth
Martin Jarvis
Gerald Taylor
Robert Jewell
Kevin Manser
John Scott Martin
Jack Pitt

Monday, 11th January - Ealing Stage 2

PLANET VORTIS

Roslyn de Winter
Gerald Taylor

DRAMA SYNOPSIS

FROM: Serials Department, Television

RE: "DOCTOR WHO"

TO: H.D.G.Tel., 5088 T.C., A.H.D.G.Tel., 5104 T.C.,
H.Series,D,Tel., 5078 T.C., H.Serials,D,Tel., 407 Thres.Hse.,
H:P.D.Tel., 5104 T.C., D.G.O.Tel., 5022 T.C., S.S.Tel.,
528 Chandos Street, Org.Serials,D,Tel., 405 Thres.Hse.,
P.M.P.A., 6068 T.C. (2) P.A.Docs. 6055 T.C. (2)
Pres.Ed., 4092 T.C., Des.Org., 303 T.C., Graphics Org.
277 T.C., Senior Sales Asst.Tel.Enterprises, 305 Thres.Hse.,
Prom.Org.Tel.Enterprises, 305 Un.Hse., Mr. R. Curtis Bramwell,
G10 Un.Hse., A(D)S.U.Tel., 508 Chandos St., Mrs P. Fraser,
23 Cav.Pl., (3) Head of Costume Dept., 3136 T.C.,
Head of Make-Up Dept., 3132 T.C., Mr. Richard Imison, 4121 B.H.,
Miss V. Lambert, 505 Un.Hse., Mr. M. Pinfield, 503 Un.Hse.,
Mr. Richard Martin, 501 Un.Hse.

<u>Transmission:</u>	<u>Recording:</u>	<u>Length:</u>	<u>Director:</u>
Weeks 7-12 (Saturdays)	Weeks 3-8 (Fridays)	6 x 25' episodes	Richard Martin
<u>Author:</u>	<u>Associate Producer:</u>	<u>Producer:</u>	
Bill Strutton	Mervyn Pinfield	Verity Lambert	

Story:

<u>Episode Titles:</u>	<u>Serial Title:</u> (Internal Use)
1. The Web Planet	4. Crater of Needles
2. The Zarbi	5. Invasion "DOCTOR WHO"
3. Escape to Danger	6. Centre of Terror Serial "N"

The Tardis is drawn down towards a planet, subsequently found to be "Vortis", by an unknown force. The planet is alien, of lunar terrain and completely un-earth-like. Doctor Who attempts to take off again, but the unknown force prevents them from doing so. A noise is heard that Vicki is extremely vulnerable to and Barbara stays in the ship with her, while Doctor Who and Ian explore tentatively. The Doctor suspects that they are on Vortis but expects to find civilisation, not the antiquated remains that greet them. Barbara is influenced by an unknown force that drags her, in a complete blankness, from the Tardis. Doctor Who and Ian return to the ship with their discoveries to find the Tardis gone. Barbara, stumbling across the terrain is seen to be held in the clutches of 'The Zarbi' a strange ant-like creature that apparently inhabits Vortis. Before she is drawn into their clutches however she is rescued by a band of 'Menoptra' - butterfly creatures that lived on the planet until the uprising of the Zarbi. Doctor Who and Ian find tracks of the ship, which shows that it has been dragged away. They follow the tracks. Vicki still inside the Tardis, sees the Zarbi dragging her towards their headquarters - a large, web shaped building, that is growing, spreading its 'tentacles' right across and round the Planet Vortis. The ship is taken inside, and Vicki, lured from the ship is forced into a necklet by the Zarbi which reduces her to the dazed, trance like state we saw in Barbara. Doctor Who, and Ian, following the tracks are captured by the waiting Zarbi and transported to the Web Headquarters. Barbara - with the menoptra - is freed from a bracelet that had the effect of the necklet, she comes round and learns that these Menoptra are a pilot party of an invasion force dedicated to the recapture of their planet before the web envelopes Vortis, when all

hope will be lost. Doctor Who is told by a voice from the Web Centre that he must assist the Zarbi, using the Tardis instruments to forestall the impending invasion. Barbara is captured with her menoptera and sent to the Crater of Needles, a slave colony, where matter is fed to the growing web. Ian escapes from the Headquarters to search for Barbara - he meets Vestin, a menoptera from the pilot party, and, eluding capture from the Zarbi, they fall through a crevice into the underground caverns of the Planet. Doctor Who and Vicki, forced to work for the Zarbi, but plotting their escape, are used to give the landing point of the Menoptera spearhead of the invasion the Sayo Plateau, above the Crater of Needles. Barbara, with Rostar, and Papillus both menoptera, the latter a wise old man, see the Zarbi massing and try and warn the spearhead, escaping from the Crater of Needles to do so. The Zarbi are victorious and the spearhead is routed, their weapons unequal to the menace that awaits them. Ian and Vestin, underground, discover a race of menoptera - the optera, who hiding below have evolved to their environment, they eventually succeed in winning the optera help against the enemy above. Doctor Who and Vicki escaping to warn the menoptera spearhead meet again with Barbara. Plans are laid to move against the headquarters, whatever sits at the centre of the web has controlled the Zarbi for its planet conquest. Ian, Barbara, Doctor Who and Vicki all follow their own lines of action and the net result is the destruction of the 'spider cyndron' and the freeing of Vortis for the Menoptera and Zarbi to live in peace. The Tardis leaves for new adventures.

From: Miss Verity Lambert (505 Union House)

PABX Ext 4111/2.

Subject: PROMOTION OF DRAMA PRODUCTION : See Attached Paper

TO: D.Tel. 6002 T.C.
Ch.P.BBC-1 6070 T.C.
A.C.(Planning) Tel. 6073 T.C.
H.Pres.Tel. 6036 T.C.
A.H.Pres.Tel.(Progs.) 6032 T.C.
Presentation Editors 4092 T.C.
Promotion Office, Presentation 4096 T.C.
Presentation Library 4088 T.C.
Duty/Office 4089 T.C.
Presentation Organiser 5049 T.C.
S.S.Tel. 528 Chandos Street.
Television Editor, Radio Times R.310, 35 M.H.S.(2 copies)
Radio Times Office 6083 T.C.
Art Editor, Radio Times R.308, 35 M.H.S.
Picture Editor, The Listener R.31, 35 M.H.S.
Television Publicity Organiser, 2147 T.C.
Publicity Officer (Drama) 2013 T.C.
Television Press Office 2005 T.C.
Pictorial Publicity Officer 10 Cavendish Place.
Mrs. P.B. Fraser 10 Cavendish Place (3 copies)
Evening Press Asst. S4 L.G.S.
Press Records R.5, 12 Cavendish Place.
Photo Gall Clerk 2005 T.C.
Television Enterprises, 301 Union House.
P.O.Tel.E. 304 Union House
Roy Curtis-Bramwell 115 Threshold House.
Asst.Micro.Pub. 2086 B.H.
Radio Co-Ordinator 5046 T.C.
Asst. to H.S.M.Tel.(I) 4036 T.C.
Tel.Liaison 7046 T.C.
Presentation Assistant, Glasgow
Information Officer, Scotland
Information Officer, Wales
H.D.G.Tel. 5088 T.C.
A.H.D. G.Tel. 5104 T.C.
H.Serials D.Tel. 407 Threshold
H.Series D.Tel. 5078 T.C.
H.P.D.Tel. 5104 T.C.
D.G.O.Tel. 5022 T.C.
Org.Serials D.Tel. 405 Threshold
Director.

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

	PRODUCTION	"The Great" episode '5' - Riverside 1		BBC	1	2	
	Producer	Richard Martin		Ext.			
	Assistant	Margaret Morgan		Ext.	"		
	Designer	John ()		Ext.			
	Filming	---	Studio Rehearsal	Friday, 22nd Jan. 65 10.30-7.00			
	Project Number	23/1/4/1173					
	Transmission	Saturday, 13th Feb. 65: 5.40-6.05		Studio	1 v.1		

Will you please make a 12" x 9" caption (light on dark) from a photograph that will be taken in the studio at 10.30 a.m. on Friday, 22nd January. We shall need the caption in Riverside 1 by 5 o'clock in the afternoon.

<div>Signature</div> <div>for Richard Martin</div> <div>Date</div> <div>13th January 1965</div>	<div>Received</div>
---	---------------------

RICHARD.

13th January, 1965.

Tony Foster rang.

He now has final prices for
Serial N, which came to very much
less than he expected.

The cost of all the Zarbi, all
the Menoptera and all the guns
comes to

£1,251.11.0d.

(Tony had estimated about £1,800.0.0)

There will be a little more on
this, because of the Zarbis
having different legs, but these
will only come to about another
£50.0.0.



Ext.

Richard Martin, 501 Union House. FAX

"DM. WHO" SERIAL 'R' (23/1/4/1373)

Mr. Douglas Fair through
Miss Verity Lambert

13th January 1965

Copy to Mr. John Wood

In order to achieve the filter effect on cameras needed for this serial, will you please obtain for us the necessary lens filters. We shall need eight of each, and we understand the total cost will be in the region of £80.00.

The first recording will be in Riverside 1 on Friday, 22nd January.

(Richard Martin)

6 f.d. T... 1911/12
50 Bill Hartnell
Tuesday
VERITY.

13th January, 1965.

Derek Hoddinott rang.

He told me he is going on leave now, and he wonders if we could do a couple of things for him, so as to help Richard Bright, who is taking over from him.

Maureen Conway of "JUNE" magazine (Amalgamated Press) wants to do a story on "DOCTOR WHO" and, particularly, William Hartnell and Maureen O'Brien, and would like to see them sometime next week, if possible. Could we arrange something?

CENTral

Mr. Widmar of Liste Illustre (a Swiss magazine) wants to do a feature on the monsters, particularly the Zarbi, sometime next week. Would this be possible.

MEAdway

P.T.O.

If these things are not possible, could we let Derek know to-day, and he will let these people know.

✓

14.1.1965.

Derek Hodgkott to ring rehearsal, as he wishes to arrange for Maureen and Bill to have lunch with Miss Conway next Tuesday instead.

Mr. Widmer going to rehearsal on that Tuesday at 10.00 a.m. and may take some pictures (Verity may go)

No

Later:-

Derek rang again to say he could not contact Bill or Maureen at rehearsal, and they have, of course, left for the day now.

He is going to ring Maureen Conway back and tell her she must stick to 5.30 p.m.

Pam thinks this mix-up may have occurred because Mr. Widmar's English is poor and it is very difficult to understand him or to get him to understand.

I have told Barbara.

Va

FIRST ESTIMATE OF COSTS FOR "DR. WHO" SERIAL 'N'14.1.65

EP.1	£3,124
EP.2	2,242
EP.3	2,128
EP.4	2,773
EP.5	2,487
EP.6	2,337
	<hr/>
	£15,091
	<hr/>

Original estimate for 6 episodes was £13,980

These figures represent an over-spending of £1,111.

The estimate for Cast was:

Ep.1	900
Ep.2	900
Ep.3	900
Ep.4	900
Ep.5	900
Ep.6	900
	<hr/>
	£5,400
	<hr/>

The actual basic figure,
including 3 walk-ons for Eps. 4,5,6
+ 2 hrs. overtime each artist per ep.
is:

Ep.1	710
Ep.2	1,012
Ep.3	897
Ep.4	1,487
Ep.5	1,256
Ep.6	1,106
	<hr/>
	£6,468
	<hr/>

This figure allowed
£294 per episode
excluding the 4 principals.

Only one artist, specially qualified
to give advice and help on mime,
has a fee exceeding 45 guineas.
Hers is 50 guineas.

wardrobe & Make-up were allocated £1,500, and it appears they
will need £1,560.

Script copyright is £5 per ep. more than estimated, i.e.
£236.5.0. not £231.5.0.

Film costs are £642, against the £750 allocated.

Design have not yet asked for more than the £2,700 given to them.

SFX came out at £200 less than estimated (£1,300 not £1,500), but
£150 of this balance will go towards lens filters.

Barbara

15 JAN 1966

MAKE-UP AND WARDROBE COSTS

Characters	Costume (Period Unspecified, on an insect Give as many details as possible planet	Hair and Make-up
PLEASE SEE WARDROBE & MAKE-UP PLOT OF TODAY'S DATE		

Estimated cost £60 for make up only

MAKE-UP AND WARDROBE COSTS

From : RICHARD MARTIN (Producer) 501 Union House, PABX

Title of Programme "DR. WHO" SERIAL 'N' EPISODE 5
(23/1/4/3377)

Studio Riverside 1

Transmission date	13th March 65	from	5.40	to	6.05	Week No.	11
Recording	19th Feb. 65		8.30		9.45		7

Studio rehearsal date and time Fri. 19th Feb. 65: 10.30 - 7.00

To: (1) ~~Make-up~~ and Wardrobe Manager,

Date of issue 14 January 1961

(2) \ Richard Martin
501 Union House

To be returned by

(3)

ALLOCATION £ 500 for filming +

Characters	Costume (Period Unspecified, on an inset Give as many details as possible	Hair and Make-up
Edgar and Lavinia - 6 walls - 1st part of today's scene		

Continued overleaf (strike out if not applicable)

Are these wanted prior to ^{recording} transmission
for filming or Publicity photo call?

YES/NO

If so, on what date and where

Estimated cost £

~~200~~ - 0 - 0

FROM RICHARD MARTIN, 501 Union House.
PABX

BOOKING ASSISTANT: PAULINE HANFILLI
CLARK

SUBJECT: WARDROBE, HAIR & MAKE-UP REQUIREMENTS

COPIES TO: Wardrobe and Make-up Manager:
(1 copy)

Costume Supervisor:
(2 copies)

Make-up Supervisor:
(2 copies)

Ward. Mistress/Master, T.C.

PRODUCTION: "DR. WHO" SERIAL 'H' EP.5
& PROJECT No.: 23.1/4/3377

1st Outside Rehearsal: Mon. (15^{copy}) Feb. 65
at L.T.L. Assembly Room, Wood
Lane, W.12. 11.00 a.m.

TRANSMISSION: Saturday, 13th March 1965
5.40-6.05 p.m.

RECORDING: Fri. 19th Feb. 1965
8.30-9.45 p.m. in Riv.1

Period of Play: Unspecified, on an insect planet

ARTIST—Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
WILLIAM HARTNELL Mayfield	Dr. Who	Sc.1 (P.3) Int. Zarbi Control Room. As end Ep.4 (wishbone necklet) Sc.2 (P.8) Int. Zarbi Corridor. a/b Sc.5 (P.19) Ext. Web Entrance. a/b Sc.6 (P.22) Ext. Planet Vortis. a/b. He brings out handkerchief. Sc.8 (P.27) Int. Monoptra temple. a/b Sc.10 (P.35) a/b Sc.12 (P.42) Ext. Web Entrance a/b Sc.14 (P.43) Int. Zarbi Corridor a/b Sc.17 (P.46) Int. Zarbi Control Room. a/b	Wig, as usual
WILLIAM RUSSELL Boxmoor	Ian Chesterton	Sc.4 (P.17) Int. Optera Tunnel as end Ep.4 Sc.7 (P.23) a/b Sc.9 (P.30) a/b Sc.15 (P.44) a/b	As required
JACQUELINE HILL PAR	Barbara Wright	Sc.3 Int. Monoptra Temple (P.9) as film at end Ep.4 and beg. Ep.5 Sc.8 (P.27) a/b Sc.10 (P.35) a/b Sc.16 (P.45) Ext. Planet Vortis. a/b	
MAUREEN O'BRIEN SWI	Vicki	Sc.1 (P.3) Int. Zarbi Control Room. As end Ep.4 (wishbone necklet) Sc.2 (P.8) Int. Zarbi Corridor. a/b Sc.5 (P.19) Ext. Web Entrance. a/b Sc.6 (P.22) Ext. Planet Vortis. a/b Sc.8 (P.27) Int. Monoptra temple. a/b	

Signature

- 1 -

/cont....

Date

FROM RICHARD MARTIN

BOOKING ASSISTANT.:

SUBJECT : WARDROBE, HAIR & MAKE-UP REQUIREMENTS

COPIES TO : Wardrobe and Make-up Manager :
(1 copy)Costume Supervisor :
(2 copies)Make-up Supervisor ;
(2 copies)Ward. Mistress/Master, T.C.
(1 copy)PRODUCTION "DR. WHO" SERIAL 'N' EP.5
& PROJECT No.:

1st Outside Rehearsal :

TRANSMISSION :-

RECORDING :-

- Page 2 -

Period of Play :

ARTIST—Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
MAUREEN O'BRIEN cont....	Vicki	Sc.10 (P.35) Int. Menoptira Temple a/b Sc.12 (P.42) Ext. web Entrance a/b Sc.14 (p.43) Int. Marbi -corridor. a/b Sc.17 (P.46) Int. Marbi Control Room. a/b	As required
ARKE GORDON PAR	Brostar	Sc.3 (P.9) Int. Menoptira Temple as end Ep.4 and film Sc.8 (P.27) a/b Sc.10 (P.35) a/b Sc.16 (P.45) Ext. Planet Vortis. a/b	as end Ep.4 & film
JOLYON BOOTH WIM	Prapillus	Sc.3 (P.9) Int. Menoptira Temple as end Ep.4 and film Sc.8 (P.27) a/b Sc.10 (P.35) a/b Sc.16 (P.45) Ext. Planet Vortis. a/b	"
JOEELYN SIMMONS FLA	Mlynia	Sc.3 (P.9) Int. Menoptira Temple as end Ep.4 Sc.8 (P.27) a/b Sc.10 (P.35) a/b Sc.16 (P.45) Ext. Planet Vortis. a/b	as. Ep.4
MARTIN JARVIS Agent: Elizabeth Robinson TRA	Billic	Sc.3 (P.9) Int. Menoptira Temple as end Ep.4 and film Sc.8 (P.27) a/b Sc.10 (P.35) a/b Sc.16 (P.45) Ext. Planet Vortis. a/b	as end Ep.4 and film

- 2 -

/cont.....Signature

Date

FROM RICHARD MARTIN

BOOKING ASSISTANT.:

SUBJECT: WARDROBE, HAIR & MAKE-UP REQUIREMENTS

COPIES TO: Wardrobe and Make-up Manager :
(1 copy)Costume Supervisor :
(2 copies)Make-up Supervisor ;
(2 copies)Ward. Mistress/Master, T.C.
(1 copy)PRODUCTION "DR. WHO" SERIAL 'N' EP.5
& PROJECT No.:

1st Outside Rehearsal :

TRANSMISSION :- - Page 3 -

RECORDING :-

Period of Play :

ARTIST—Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
ROSLYN DE WINTER GUN	Vrestin	Ep.4 (P.17) Int. Optera Tunnel. As previous episodes. Ep.7 (P.23) Int. a/b Ep.9 (P.30) a/b. Dusty after rock fall. Ep.15 (P.44) a/b	As previous episodes
IAN THOMPSON GUL or	Optera Metra	Ep.4 (P.17) Int. Tunnel. As Ep.4 Ep.7 (P.23) a/b Ep.9 (P.30) a/b Dusty after rock fall. Ep.15 (P.44) a/b	As Ep.4
BARBARA JOOS MOU	Optera Mimini	Ep.4 (P.17) Int. Optera Tunnel. As Ep.4 Ep.7 (P.23) a/b Ep.9 (P.30) She dies of gaseous poisoning and her empty shell is seen (N.B. P.34 ref. to menoptra figure used in Ep.2)	As Ep.4
ROBERT JEWELL	Barbi A	All in complete costume from Shawcraft, as in previous episodes	
GERALD TAYLOR	Barbi B		
KEVIN MANZER	Barbi C		
JOHN SCOTT MARTIN	Barbi D		
JACK PITT	Barbi Cannon		
HUGH LUND	Barbi Cannon		
PLUS 3 EXTRAS			
Names to follow, as in Ep.4	Slave Menoptra Optera Optera		

*for Anna
for Russell**to Denka de Gray.*

for Richard Martin

Signature

14th January 1965

Date

From: Richard Martin, 501 Union House. FABX

Subject: "RADIO TIMES" BILLING - WEEK 7 - "DR. WHO" SERIAL 'N'
EPISODE 1 (23/1/4/3373) - SATURDAY, 13TH FEBRUARY 1965.

To: Mrs. D. Bliss through Miss Verity Lambert. 15th Jan. 1965

Copies to: H. Serials D. Tel.
Org. Serials D. Tel.
Miss Verity Lambert
Tel. Ed. Radio Times
Art Ed. Radio Times
Mr. D. Hoddinott
Mr. D. Spooner

5.40

DR. WHO

An adventure in space and time

starring

WILLIAM HARTNELL

WILLIAM RUSSELL

JACQUELINE HILL

and

MAUREEN O'BRIEN

*

The Web Planet

by BILL STRUTTON

Dr. Who WILLIAM HARTNELL

Ian Chesterton WILLIAM RUSSELL

Barbara Wright JACQUELINE HILL

Vicki MAUREEN O'BRIEN

Karbi Operators ... ROBERT JEWELL

JACK PITT

GERALD TAYLOR

Title music by RON GRAINGER with the
BBC Radiophonic Workshop

Film Cameraman, Peter Hamilton

Film Editor, Gita Zadek

Story Editor, Dennis Spooner

Designer, John Wood

Producer, VERITY LAMBERT

Directed by RICHARD MARTIN

Doctor Who and Ian investigate an
unknown force. Barbara is drawn
from the Tardis, which disappears
with Vicki inside.

(- BBC recording)

Barbara Spooner

VERITY.

13th January, 1965.

Tony Foster rang.

He now has final prices for
Serial N, which came to very much
less than he expected.

The cost of all the Zarbi, all
the Menoptera and all the guns
comes to

£1,251.11.0d.

(Tony had estimated about £1,800.0.0)

There will be a little more on
this, because of the Zarbis
having different legs, but these
will only come to about another
£50.0.0.

Val

Ext.

(I have given a copy of this note to
Richard Martin.)

Ext.

Reference: 35/VL.

15th January, 1965.

Dear Maureen,

Please will you note that the recording on Friday, 29th January, will be from 8.45 p.m. - 10.00 p.m. and the recording on Friday, 5th February, will be from 9.00 p.m. - 10.15 p.m.

Miss Maureen O'Brien.

Ert.

Reference: 35/VL.

15th January, 1965.

Dear Bill,

Please will you note that the recording on Friday, 29th January, will be from 8.45 p.m. - 10.00 p.m. and the recording on Friday, 5th February, will be from 9.00 p.m. - 10.15 p.m.

William Hartnell, Esq.

Ext.

Reference: 35/VL.

15th January, 1965.

Dear Russ,

Please will you note that the recording on Friday, 29th January, will be from 8.45 p.m. - 10.00 p.m. and the recording on Friday, 5th February, will be from 9.00 p.m. - 10.15 p.m.

William Russell, Esq.

Ext.

Reference: 35/VL.

15th January, 1965.

Dear Jackie,

Please will you note that the recording on Friday, 29th January, will be from 8.45 p.m. - 10.00 p.m. and the recording on Friday, 5th February, will be from 9.00 p.m. - 10.15 p.m.

Ms Jacqueline Hill.

VERITY.

15th January, 1965.

Terry Carney rang.

He asked if, in future, when we change the time of recording for an episode, we could let Bill know, "so as to keep him happy".

He also asked if it would be possible to arrange a taxi to take Bill home after recording on Fridays, as he has no form of transport.

Val.

RECent

(We have two late recordings coming up:-

N.1. (Friday, 22nd Jan) 8.45-10.00.

and N.3. (Friday, 5th Feb) 9.00-10.15

I have not told Terry about these in case you wanted to speak to him yourself.

Letter written to all 4 principals.
15.1.65.

15th January 1965

Arthur Blake, Esq.,

Dear Mr. Blake,

Enclosed is a script for
episode 2 of "Dr. Who" Serial 'E'
and a map showing the rehearsal
room in Wood Lane and Riverside Studios,
where we record.

Yours sincerely,

Barbara Pannell

(Assistant to Richard Martin)

Pam Hyer told that the three newspapers can send photographers down to Pineville 7 at 4.30 p.m. next Friday, 22nd January.

They should be photographers who leave the studios, as this is a complicated show, and Norman Stewart does not want anyone who will get in the way all the time.

They should ask for Norman when they arrive.

They will have to take what they can get on the run-through, as there is no time to arrange a proper photo call. (There will be two Zarbi in the Studio).

Val

Ext.

Val is ringing back to confirm if these photographers are coming or not.

From: Richard Martin, 501 Union House. FABX

Subject: "RADIO TIMES" BILLING - WEEK 9: SATURDAY, 27th FEBRUARY -
"DR. WHO" SERIAL 'N' EPISODE 3 (23/1/4/3375)

To: Mrs. D. Bliss through Miss Verity Lambert. 15th Jan. 1965

Copies to: H.Serials D. Tel.
Org. Serials D. Tel.
Miss Verity Lambert
Tel.Ed. Radio Times
Art Ed. Radio Times
Mr. D. Hoddinott
Mr. D. Spooner

5.40

DR. WHO

An adventure in space and time

starring

~~WILLIAM HARTNELL~~

~~WILLIAM RUSSELL~~

JACQUELINE HILL

and

MAUREEN O'BRIEN

*

Escape to Danger

by BILL STRUTTON

Dr. Who WILLIAM HARTNELL

Ian Chesterton ... WILLIAM RUSSELL

~~Barbara Wright ... JACQUELINE HILL~~

Vicki MAUREEN O'BRIEN

Menoptra Vreestin . ROSLYN DE WINTER

Zarbi Operators .. ROBERT JEWELL

HUGH CUND

KEVIN MATHIAS

JACK FISH

JAMES SCOTT HARRIS

GERALD TAYLOR

Animus Voice CATHERINE FLEMING

Insect movement by Roslyn de Winter

Title music by RON GRAINER with
the BBC Radiophonic Workshop

Story Editor, Dennis Spooner

Designer, John Wood

Producer, VERITY LAMBERT

Directed by RICHARD MARTIN

Doctor Who and Vicki challenge the Zarbi.
Ian makes a desperate attempt to find
Barbara.

(A BBC recording)

Barbara Cunnell
(for Richard Martin)

From: Design Manager.

SUBJECT: DESIGN SHEET WEEK 3, 1965.

Programmes marked * may have Designer credits.

Date	Production BBC - 1	Classi- fication	Designer	Information Date	Prop. Date
Saturday 16.1.65.	TTP: Late Show		R. Berger	5.1.65.	8.1.65.
	LE: VTR: Roy Kinnear 3/6	A	S. Chapman	28.12.64.	4.1.65.*
	FP: VTR: Running a Home		A.H. Craig (SDU)	6.1.65.	11.1.65.
	OBS: Grandstand		A.H. Craig (SDU)	31.12.64.	7.1.65.
	SCH: VTR: Making Music - 1	C	SCH	6.1.65.	11.1.65.
Sunday 17.1.65.	TTP: Late Show		R. Berger	5.1.65.	8.1.65.
	LE: VTR: Marriage Lines - 4/7	B	M. Tait	28.12.64.	4.1.65.*
	RB: VTR: Meeting Point		J. Steele (SDU)	6.1.65.	11.1.65.
	LE: Black & White Minstrels	A	L. Radford	22.12.64.	4.1.65.*
	DP: VTR: Mahagonny		R. Andrews	31.12.64.	7.1.65.*
Monday 1 .65.	LE: Dixon of Dock Green - 20	A	A. Spriggs	18.12.64.	5.1.65.*
	SCH: VTR: VI Forms - Engineers	D	SCH	6.1.65.	11.1.65.
	TPA: Panorama		D. Jones (SDU)	6.1.65.	11.1.65.
	TTP: Tonight		R. Andrews	6.1.65.	11.1.65.
Tuesday 19.1.65.	DSR: VTR: R. Three 11/13 A+		P. Seddon	18.12.64.	5.1.65.*
	DSL: Compact - 318	C	G. Evans	31.12.64.	8.1.65.*
	SCH:VTR: Science Session	D	SCH	7.1.65.	12.1.65.
	FP:VTR: Blue Peter	D	G. Howard	6.1.65.	13.1.65.
	TTP: Tonight		R. Andrews	7.1.65.	11.1.65.
	LE: VTR: Panel Game (2 progs)	D	L. Arrighi (SDU)	7.1.65.	11.1.65.
	OB. London VTR: Frontiers of Medicine		E. Swiderska (SDU)	1.1.65.	8.1.65.

Date	Production	Classi- fication	Designer	Information Date	Prop. Date
Wednesday 20.1.65.	DSL:VTR: Compact 319	C	G. Evans	1.1.65.	11.1.65.*
	DSR: Z Cars	A+	S. Morris	21.12	6.1.65. *
	SCH: T.V. Club	D	SCH	8.1.65.	13.1.65.
	TTP: Tonight		R. Andrews	8.1.65.	13.1.65.
	OBS: Sportsview		A.H. Craig (SDU)	8.1.65.	13.1.65.
	LE: VTR: Crackerjack	C	P. Brachacki	8.1.65.	13.1.65.*
	OB. London: VTR: Frontiers of Medicine		E. Swiderska (SDU)	1.1.65.	8.1.65.
	OBFS: Science of Man		G. Preston (SDU)	8.1.65.	13.1.65.
Thursday 21.1.65.	SCH:VTR: Spotlight	D	SCH	11.1.65.	14.1.65.
	TPA: Gallery		D. Jones (SDU)	11.1.65.	14.1.65.
	TTP: Tonight		R. Andrews	11.1.65.	14.1.65.
	DSR: VTR: Dr. Finlay's Casebook 3/10	A+	L. Broadhouse	18.12.64.	7.1.65. *
	OB. London: Vtr: Frontiers of Medicine		E. Swiderska (SDU)	1.1.65.	8.1.65.
	SCH: VTR:Merrygoround	D	SCH	11.1.65.	14.1.65.
Friday 22.1.65.	DP: VTR: Land of Milk and Honey	A+	E. Diss	15.12.64.	1.1.65. *
	TTP: Late Show	B	D. Blake	11.1.65.	14.1.65.*
	LE:VTR: Hugh & I 5/13	B	F. Allen	31.12.64.	8.1.65. *
	SCH: VTR: German - Komm Mit	D	SCH	12.1.65.	15.1.65.
	FP:VTR: Blue Peter		G. Howard	7.1.65.	14.1.65.
	TTP: Tonight		R. Andrews	12.1.65.	15.1.65.
	Best of Tonight Linking		R. Andrews	12.1.65.	15.1.65.
	TD: VTR: Ten Composers	C	D. Jones (SDU)	12.1.65.	15.1.65.
	LE: VTR: Kathy Kirby	A	M. Cornish	31.12.64.	8.1.65.
	DSL: VTR: Dr. Who 1/6	A	J. Wood	17.12.64.	5.1.65.

Date	Production	Classi- fication	Designer	Information Date	Prop. Date
<u>FILMING BBC - 1</u>					
Mon-Fri 18-22.1.	Documentaries (Loc)			30.12.64.	7.1.65.
Mon-Fri 18-22.1.	Gallery (Loc)			30.12.64.	7.1.65.
Mon-Fri 18-22.1.	Not so Much a Programme			30.12.64.	7.1.65.
Mon-Fri 18-22.1	Choice (Loc)			30.12.64.	7.1.65.
Mon-Fri 18 22.1	Z Cars Wk5. (Loc)			30.12.64.	7.1.65.
Thurs .1	Z Cars Wk.5. (Studio)			4.1.65.	12.1.65.
Mon-Wed. 18-20.1	R. Three Wk.5. (Loc)			30.12.64.	7.1.65.
Mon-Fri 18-22.1	Walrus & Carpenter (Loc)			30.12.64.	7.1.65.
Mon 18.1	Marriage Lines (St.2) Wk.4.			30.12.64.	7.1.65.
Mon 18.1	Hugh & I			30.12.64.	7.1.65.
Tues/Wed. 19/20.1.	Dixon of Dock Green Wk.6. (Loc)			31.12.64.	8.1.65.
Mon, Tues 18/19.1.	Stanley Mathews (Loc)			30.12.64.	7.1.65.
Wed. 20.1.	Blue Peter (Loc)			1.1.65.	11.1.65.

Date	Production BBC - 2	Classi- fication	Designer	Information Date	Prop. Date	
Saturday 16.1.65.	LE: VTR:	A+	M. Johnson	15.12	31.12	*
	SCH: VTR: How & Why (Physics)	A	SCH	6.1	11.1	
	LE: VTR: Night Train to Surbiton 2/6	A	R. Hunt	28.12	4.1.	*
	TF: VTR: Human Side		J. Weatherup (SDU)	6.1	11.1	
	OB. London VTR: Football Match of the Day		J. Bould	31.12	7.1	
	OB. London VTR: Time Out		C. Pemsel (SDU)	31.12	7.1.	
Sunday 17.1.65.	TM: VTR: Friday Music	B	A. Anson	31.12	7.1.	*
	OB. London VTR: Time Out		C. Pemsel (SDU)	31.12	7.1.	
Monday 18.1.65.	TPA: Tuesday Term Parliament at Work 4/6		C. Pemsel (SDU)	6.1	11.1	
	LE: VTR: Panel Game (2 progs)	D	N. Vertigan (SDU)	6.1	11.1	
	OB. London VTR: Horizon		N. James (SDU)	31.12	7.1	
Tuesday 19.1.65.	OBFS: VTR: Horizon	C	N. James (SDU)	1.12	8.1	
	DP: VTR: Photo Finish	A+	J. McCrow	11.12	30.12	*
	TF: Economics in Business		AR (SDU)	7.1	12.1	
Wednesday 20.1.65.	DP: VTR: Try for White	A+	N. Kroll	11.12	30.12	
	FP: VTR: Play School	D	G. Kirkland	8.1	13.1	
	OB. London VTR: Wheelbase		C. Pemsel (SDU)	4.1	11.1	

Date	Production	Classi- fication	Designer	Information Date	Prop. Date
Thursday 21.1.65.	OBFS: Wheelbase/Time Out	D	C. Pemsel (SDU)	11.1.65.	14.1.65.
	LE: VTR: Beat Room	D	J. Steele (SDU)	11.1.65.	14.1.65.
	TPA: Encounter		E. Swiderska (SDU)	11.1.65.	14.1.65.
	FP: VTR: Play School (2 progs)		G. Kirkland	8.1.65.	13.1.65.
Friday 22.1.65.	TP: VTR: Tuesday Term Economics In Business	D	A. Ruddy (SDU)	12.1.65.	15.1.65.

Date	Production	Classi- fication	Designer	Information Date	Prop. Date
<u>FILMING BBC - 2</u>					
Mon-Friday 18-22.1.	Encounter/Enquiry (Loc)		SDU	30.12.64.	7.1.65.
Mon-Fri 18-22.1.	Human Side (Loc)		SDU	30.12.64.	7.1.65.
Sat-Fri 16-22.1	Inside America (Loc)			30.12.64.	7.1.65.
Sat-Fri 16-22.1	Footprints Sequel (Loc)			30.12.64.	7.1.65.
Mon-Fri 18-22.1	Music - Workshop			30.12.64.	7.1.65.
Mon 18.1.	Sit. Comedy WK5. (Loc)			30.12.64.	7.1.65.
Mon-Fri 18-22.1	Time Out (Loc)		SDU	30.12.64.	7.1.65.
Mon-Fri 18-22.1	Tuesday Term: Steel (Loc)		SDU	30.12.64.	7.1.65.
Thur-Fri 21,22.1.	Play School (Loc)		GK	4.1.65.	12.1.65.

RADIO TIMES BILLINGS: SERIAL "N"

1. Doctor Who and Ian investigate an unknown force. Barbara is drawn from the Tardis, which disappears with Vicki inside.
2. A growing web building is enveloping the Planet. Our travellers are imprisoned in its mesh.
3. Doctor Who and Vicki challenge the Zarbi. Ian makes a desperate attempt to find Barbara.
4. A slave colony break out is successful - and the Menoptera spearhead faces a disaster.
5. The travellers move in for the final battle; unaware of what awaits them.
6. The Doctor's plans bear fruit - and the centre of the web is reached.

FROM: RICHARD MARTIN (PRODUCER)

SUBJECT: PROPERTY AND
DRAPE REQUIREMENTS

TO: PROPERTY MASTER

COPIES TO: STUDIO MANAGER
SCENE MASTER
DESIGNER
A.F.M.
PRES.

J.W.

RECEIVED BY
PROP. MASTER

A.M.
P.M.

2-45
19/1/65

1	HIRE (2)	X	9	SALVAGE	
2	STOCK	X	10	SUPPLY	X
3	DRAPE	X	11	C/HAND T/C	X
4	CATERING	X	12	C/HAND	X
5	WARDROBE	X	13	PROP. MASTER	X
6	WORKSHOP	X	14	INVESTIGATOR	X
7	P. CASH (2)	X	15	Am	X
8	A.S.O.	X	16	FILE COPY	X

PRODUCTION	DATES AND STUDIOS								ELEZS HIC ENG
DR WHO serial N	Filming	S	Telerecording & Experiments	S	Pre-Rehs & Setting	S	Transmission	S	
"The Web Planet"			22.1.65.	R 1	22.1.65.	R 1	13.2.65.		
Designer: JOHN WOOD									
23/1/4/3373									
supp. page one									

PROPS ONLY

T/V Prod. Buyer deliver to:

on:

except as shown:

	H	T/C	P/C	D	
HSE WLEGS SCENEMASTER					
SCENEMASTER					
SCENERY					
HSE ENG					
20/1					
20/1					
20/1					
	H				
	H				
WARDROBE					
SHAWCRAFT FX.					
ELEZS.	H				
EXXISUPPLEMENTARY PROP LIST (First)					
42.					three further Burco boilers
44.					three pairs gloves with which to handle dry ice
45.					four 6" high blocks about 2' square
46.					8' black border, 20' long.
47.					tank to hold approx. 24 cu.ft. of water N ^o 43
49.					water to fill above
50.					man's fountain pen with metal cap and pocket clip
51.					about 20' of thin rubber (elastic) to attach to item no.50 to make trick effect of it flying out of man's hand. MODEL AIRCRAFT ELASTIC
52.					roll of nylon fish line - about 20'.
53.					table for Tardis living quarters CONRAN 2'
54.					chair for " " "
55.					two smart box-like containers (approx.12"x9"x6")
56.					Chinese carved figure
57.					four Zarbi outfits
58.					Zarbi venom gun
58A					1 DENTIST LIGHT F/P
N.B. re item no.35, we need about 24 bags of dry ice.					

19.1.65.

Signed Gillian Pradet Date 18.1.65.

PRODUCTION: "DR. WHO" N

COSTUME SUPERVISOR: DAPHNE DARE

no feed due.
rel. fine
2.30 p.m.

Richard Martin, 501 Union House.

"Dr. Who" SERIAL 'N' EP.2 (23/1/4/3374) - DRESSING ROOMS

Miss Kathleen Knight, Studio Bookings. 18th January 1965

Would you please allocate dressing rooms to the artists who will be in "Dr. who" Serial 'N' Episode 2 at Riverside Studio 1 on Friday, 29th January, for which camera rehearsals begin at 10.30 a.m.

Their names are:

WILLIAM HARTNELL : WILLIAM RUSSELL : JACQUELINE HILL :
MAUREEN O'BRIEN : ROSLYN DE WINTER : ARNE GORDON :
ARTHUR BLAKE : CATHERINE FLEMING : ROBERT JEWELL :
GERALD TAYLOR : KEVIN MANSER : JOHN SCOTT MARTIN :
JACK PITT : HUGH LUND.

Many thanks.

Barbara Cunnell

(for Richard Martin)

VERITY.

18th January, 1965.

Audrey Colman in Pictorial Publicity
rang.

She is sending down a photographer
to cover N.1. in the studio, and she
wonders if she should send one to
N.2. as well.

I said perhaps so, as I know there are
not many Zorbi and Menoptera in N.1.,
but that I would check with you for
certain and ring her back.

Val

B.H. Ext.

68

Yes - photographer coming down to
Riverside 1 at 5.30 p.m. to cover
last run-through on 29th January.
(Will ask for Norman Stewart).

From: Secretary to Verity Lambert, (505 Union House) / PABX Ext.

Subject: "DOCTOR WHO" : SCHEDULE : SERIES 2 : REVISED 4.

18th January, 1965.

To: H.Serials D.Tel.(2), Drama Group Organiser, Tel.,
Organiser, Serials D.Tel. (2), Design Organiser, Tel.,
Miss Pauline Mansfield-Clark, Miss Glanville, Miss Daphne Dare,
Miss Sonia Markham, S.A.Tech.Tel.E., Basil Sands, Miss Sheila Grundy,
Sound Department T.S., Allocations Department, T.C.,
Lighting Department, T.C., Mr. Neil Fowler, Miss Ann Fitch,
Mr. Morvyn Pinfield, Mr. Dennis Spooner (2), Mr. Richard Martin,
Mr. Douglas Camfield.

The Vt.No. for "DOCTOR WHO" Serial N Episode 1, recording on 22nd January (Week 1), should read VT/4T/25751, and not VT/4T/25721 as given on the above schedule.

I apologise for any inconvenience this may have caused.

Valeri Adams

vas.

(Secretary to Verity Lambert.)

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL '1' EPISODE 1 (23/1/4/3373)

Mr. Hugh Tosh

18th January 1965

This is to confirm our request that a photographer should come to Riverside 1 next Friday, 22nd January, at 10.30 a.m. to take a photograph of a skyline that we shall need made into a 12" x 9" caption for use later that day. we have requested graphics to send the caption to us ready for a run through at 5 o'clock in the afternoon.

Barbara Connell

(for Richard Martin)

Richard Martin, 501 Union House. PABX 4097/8.

"DR. WHO" SERIAL 'K' - PHOTO CALL - TUESDAY, 19TH JANUARY

Property Master through Org. Serials D. Tel.

18th January 1965

Copy to Mr. John Wood

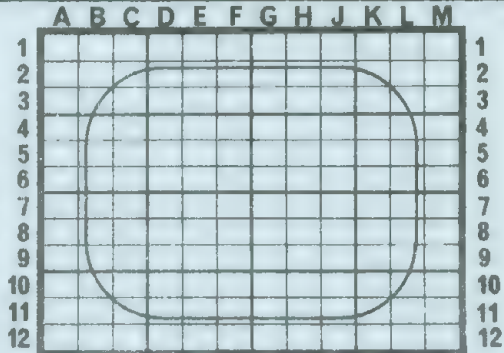
There will be a photocall in the rehearsal room -
I.T.E. Assembly Room, Wood Lane, W.12 - tomorrow morning at
10.00 a.m. For this, we shall need a Zarbi Cannon, a property
that is held in store at Television Centre. Would you please
arrange for this to be delivered.

Barbara Larnell
(for Richard Martin)

(for Richard Martin)

GRAPHICS 35MM TRANSPARENCIES ONLY

ORGANISER 3 PHOTOGRAPHERS 1 STUDIO MANAGER 1 DESIGNER 1

PRODUCTION	"Dr. Who" SERIAL "1" EPISODE 4		No: 23/1/4/3376
Studio	RIVERSIDE 1		
Filming	--		
Rehearsal	12/2/65 : 10.30 a.m. on		
Recording	12/2/65 : 8.30-9.45 p.m.		
Transmission	6/3/65 : 5.40-6.05 p.m.		
PRODUCER	RICHARD MARTIN		
ASSISTANT	NORMAN STEWART	"	
DESIGNER	JOHN BROWN		

Will you please make the following telejector slides for us.
We should like them to be ready for mid-day on Thursday,
11th February.

They should be in the usual style for "Dr. Who".

1. CRATER OF NEEDLES

2. Written by
BILL STRUTTON

3. Next Episode
INVASION

4. Producer
VERITY LAMBERT

5. Directed by
RICHARD MARTIN
BBC tv

Signature for Richard Martin

Date 18th January 1965

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

	PRODUCTION	"DR. WHO" SERIAL 'N' 4P.4		BBC	1	x2	
	Producer	RICHARD MARTIN		Ext.			
	Assistant	VERITY LAMBERT		Ext.	"		
	Designer	JOHN WOOD		Ext.			
	Filming	—	Studio Rehearsal	Friday, 12th February 65 10.30-7.00			
	Project Number	22, 1, 4, 1375					
	Transmission	Saturday, 6th March 65: 9.4-10.05		Studio	1v.1		

May we please have the following 12" x 9" captions, light on dark, as ready for the transparencies. We should like them to be delivered to IV.1.1.1 by 10.30 a.m. on Friday, 12th February 1965.

1. CRATER OF NEEDLES
2. Written by
BILL STRUTTON
3. Next Episode
INVASION
4. Producer
VERITY LAMBERT
5. Directed by
RICHARD MARTIN
BBC tv

Cat.No.6694 PS/979 4.64			
	Signature		Received
	for Richard Martin		
	Date		
	18th January 1965		

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

PRODUCTION	"DR. WHO" SERIAL 'N' EPISODE 4		BBC	1	2	
Producer	RICHARD BARTLE		Ext.			
Assistant	NORMAN SYMONS		Ext.	"		
Designer	JOHN WOOD		Ext.			
Filming	--	Studio Rehearsal	Friday, 12th Feb. 65 10.30-7.00			
Project Number	25 1/4/1976					
Transmission	Sat. 6th March 65: 5.40-6.05		Studio	81V.1		

May we please have a roller caption, light or dark, which we should like to be despatched to 81V.1 to be there by 10.30 a.m. on Friday, 12th February 1965.

Dr. Who
WILLIAM HARTNELL

Ian Chesterton
WILLIAM RUSSELL

Barbara Wright
JACQUELINE HILL

Vicki
MAUREEN O'BRIEN

The Renoptra
Vrestin
ROSLYN DE WINTER

Krostar
ARNE GORDON

Prapillus
JOLYON BOOTH

Hlynia
JOCELYN BIRDSALL

Hilio
MARTIN JARVIS

The Optera

Metra
IAN THOMPSON

Nemini
BARBARA JOBE

/ cont.....

Signature

Received

Date

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

	PRODUCTION	"ZARBI" SERIAL 'A' EPISODE 4		BBC	1	2	
	Producer			Ext.			
	Assistant			Ext.			
	Designer			Ext.			
	Filming	23/1/65/076	Studio Rehearsal				
	Project Number						
	Transmission			Studio			

- Page 2 -

Zarbi Operators
ROBERT JEWELL
HUGH LUND
KEVIN MANDER
JACK FITT
JOHN SCOTT MARTIN
GERALD TAYLOR

Animus Voice
CATHERINE FLEMING

Insect movement by
ROSLYN DE WINTER

Title music by RON GRAINER
and the BBC Radiophonic Workshop

Film Cameraman
PETER HAMILTON

Film Editor
GITA ZADEK

Story Editor
DEMAIS SPOONER

Designer
JOHN WOOD

Signature

Received

for Richard Martin

Date

18th January 1965

VERITY.

18th January, 1965.

On the Projected Arrangements for
Week 12 (1.6.), our transmission is
given as 5.55 p.m.

I rang Shirley about this. She said
that Grandstand was over-running that
day and there was also the European
Song Contest, so she thought this
was very likely right. as they
would "have to rush people about a bit".

V2-

Ext.

FOR PROP. MASTER USE ONLY

1	HIRE (2) X	9	SALVAGE	X
2	STOCK ✓	10	SUPPLY	X
3	DRAPES X	11	C/HAND T/C	✓
4	CATERING X	12	C/HAND	X
5	WARDROBE X	13	PROP. MASTER	X
6	WORKSHOP X	14	INVESTIGATOR	X
7	P. CASH (2) X	15	<i>Am</i>	✓
8	A.S.O. X	16	FILE COPY	✓

PROPS ONLY

T/V Prod. Buyer deliver to:

on:

except as shown:

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Shirley
19.1.65

Signed Elizabeth Dunbar Date 19-1-65

VERITY.

19th January, 1965.

Barbara called in to say she has heard from rehearsal that Mr. Widmar never turned up this morning.

This means that we called the artists at 10.00 a.m. this morning and are paying ~~them~~ £3.3.0. overtime for nothing.

I rang Press Office and got Pam Pyer, who said Derek Hoddinott had not mentioned this call to her before he left to go on his course. However, she will ring Mr. Widmar and find out what has happened.

I asked her, also, to check that Miss Conway will be coming at 5.30 p.m. this evening for Bill and Maureen.

Pam said she had been going to ring me on something else. The Evening News, United Press, and

-- P.T.O.

(~~possibly~~) Associated Press, have been asking if they can send a man each to the studio on Friday to take pictures of the Zarbi, as they missed the photo call at Ealing. (Associated Press are only tentative).

(Pam says that, even if we say yes, they may not come because of Churchill. as they may not be able to spare men.)

I said I would ask you and 'phone back.

Ext.

Later:-

Pam rang back to say she had contacted Mr. Widmar, who said rather vaguely that he was going to ring up, as he had obtained some stills of the Zarbi which would do for his article, and therefore did not need to take any photographs himself. He had not realised we were calling the artists early, and was most apologetic.

TELEVISION TECHNICAL OPERATIONS

20 JAN 1965

PR50

BOOKING SHEET: CAMERA MOUNTINGS & MONITORS

From M LEWIS

Date 20 JAN '65

To: Equipment Allocations Office. Accepted by

Date 21 JAN 1965

Production

D^R WHO

[N2]

Project No.

Producer

V LAMBERT

Studio

R1

Date(s)

29 JAN '65

Equipment Required at

0930

hours, on

29 JAN

(date)

Crew

14

TMI/2

RW

ML

CAMERAS

No.	Mountings	Additional Staff (State function)	Additional Instructions
1	PED (Z)	CAMERAMAN	15' CAMERA TOWER METAL TRIPOD & BASE SHALL CROSS PERISCOPE TWO ANG. ZOOMS MK III ONE 50° LENS. ADDITIONAL 24° LENS.
2	PED (50°)		
3	PED		
4	PED (2x24°)		
5	METAL TRIPOD & BASE (Z)		
6			

Mechanic required at 0930 hours, on 29 JAN (date)

Riggers required for: Rigging at 0930 hours, on 29 JAN (date)

" " " : Derigging at 2215 hours, on 29 JAN (date)

INLAY: Operator is ~~not~~ required. (PATTERNS ETC).

MONITORS

Type	Qty.	Additional Instructions
Floor (Additional)		
Slung STUDIO	TWO	
Hired		
27" MONITOR	ONE	TO BE SLUNG

James
Rough
✓
2/19

FROM: Senior Administrative Assistant, Scenic Servicing, 481, T.C.

SUBJECT: INCREASE IN BUDGET ALLOTMENT

20th January, 1968

TO: **Drama (Serials)** Organiser Copies to: Designer: **John Wood**
Producer: **Verity Lambert**
Director: **Richard Martin**

A further D.D.B.A. has been requested from the Designer to cover the cost of the Production requirements.

PRODUCTION: **Dr. Who N/1 The Web Planet 23/1/4/3373**

TX/VTR DATE: **13.2.68**

AMOUNT REQUIRED: **£ 125** MAKING A TOTAL OF: **£ 110**
(to cover cost of purchase of filter boxes and lens hoods etc. as discussed by Douglas Muir with director's office.)

for (N.S. Holmes)

[Signature]

*Phone call to
Douglas Muir for Agreement
on 13.2.68 £125 to
cover production effects*

PHM/1

Crew Supervisor

4042 T.C.

FABX

SUBJECT: MAINTENANCE SPACE CAMERA

Date: 10/1/60

TO:

PHM/1

Copy to: A.I.C. Tel. S. Engineering Control Room 2nd
T.M.: - K. Lewis.

Please note that your program for 10/1 in camera is Studio 2. On 10/1/60.
It is noted that it involves the use of the Maintenance space camera. The use of
the space camera is agreed on the understanding that in the event of the failure
of one or more cameras during transmission, the programme will carry on with one less
camera without going into broadcast ruins. If your programme is not being
transmitted live, but only tele-recorded, you may delay the programme for up to
15 minutes in order to effect repairs. This time must be deducted from the
total booked tele-recording time. No additional tele-recording time will be made
available in excess of the programme.

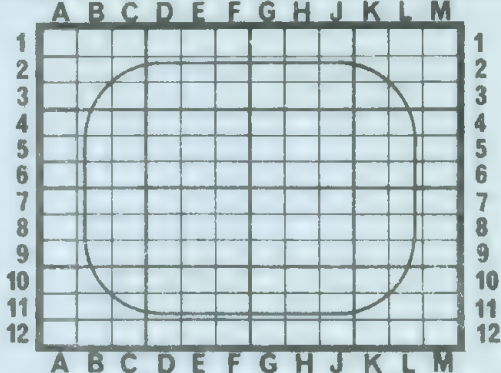
(C.D. Bard)

(F.J. Clarkson)

END

GRAPHICS 35MM TRANSPARENCIES ONLY

ORGANISER 3 PHOTOGRAPHERS 1 STUDIO MANAGER 1 DESIGNER 1

PRODUCTION	"DR. WHO" SERIAL 'N' EPISODE 5		No: 23/1/4/3377
Studio	TIVERTIDE 1		
Filming	--		
Rehearsal	19/2/65: 10.30-7.00		
Recording	19/2/65: 8.30-9.45		
Transmission	13/3/65: 5.40-6.05		
PRODUCER	RICHARD MARTIN		
ASSISTANT	NOELAN STREET	"	
DESIGNER	JOHN WOOD		

Will you please make the following telejector slides for us.
We should like them to be delivered to 501 UNION HOUSE
by mid-day on Thursday, 18th February 1965.

They should be in the usual style for "Dr. Who".

1. INVASION
2. Written by
BILL STRUTTON
3. Next Episode
~~SERIES OF THE CENTRE~~
THE CENTRE
4. Producer
VERITY LAMBERT
5. Directed by
RICHARD MARTIN
BBC tv

Signature for Richard Martin

Date 21st January 1965

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

	PRODUCTION	"THE CENTRE OF THE EARTH"		BBC	1	2	
	Producer	RICHARD MARTIN		Ext.			
	Assistant	PATRICK BISHOP		Ext.			
	Designer	JOHN WOOD		Ext.			
	Filming		Studio	19th Feb. 65			
	Project Number	23 1/4/3177	Rehearsal	10.30-7.00			
	Transmission	Sat. 19th March 65: 5.40-6.50		Studio	Liv. 1		

May we please have the following 12" x 9" captions, light on dark, as standby for the transparencies. We should like them to be delivered to Vivatone 1 by 10.10 a.m. on Friday, 19th February 1965.

1. INVASION
2. Written by
BILL STRUTTON
3. Next episode
~~THE CENTRE OF THE EARTH~~
4. Producer
VERITY LAMBERT
5. Directed by
RICHARD MARTIN
BBC tv

for Richard Martin Signature

Received

21st January 1965

Date

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

PRODUCTION	"DR. WHO" SERIAL 'N' EPISODE 5		BBC	1	2	
Producer	EDWARD BAXTER		Ext.			
Assistant	NORMAN STEWART		Ext.	"		
Designer	JOHN WOOD		Ext.			
Filming	--	Studio Rehearsal	Friday, 19th Feb. 65 10.30-7.00			
Project Number	23/1/4/3577					
Transmission	Sat. 13th Mar 65: 5.40 - 6.05		Studio	Rev.1		

May we please have a roller section, light on dark, which we should like to be completed to enable me to be there by 10.30 a.m. on Friday, 19th February 1965.

Dr. Who
WILLIAM HARTNELL

Ian Chesterton
WILLIAM RUSSELL

Barbara Wright
JACQUELINE HILL

Vicki
MAUREEN O'BRIEN

The Monoptra

Erostar
ARLEA GORDON

Frapillus
JOLYON BOOTH

Hlynia
JOCELYN BIRDSALL

Hilio
MARTIN JARVIS

Vrestin
ROSLYN DE WINTER

The Optera

Hetra
IAN THOMPSON

Nemini
BARBARA JOON

/cont.....

Signature

Received

Date

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

PRODUCTION	THE ZARBI OPERATORS 'A' REHEARSAL 1		BBC	1	2
Producer	RICHARD MARTIN		Ext.		
Assistant	ANDREW KITCHMAN		Ext.	"	
Designer	JOHN WOOD		Ext.		
Filming	---	Studio Rehearsal	FILMING, 19th Feb. 65 10.30-7.00		
Project Number	23/1/A/1977				
Transmission			Studio		

- Page 2 -

The Zarbi Operators
 ROBERT J. SWELL
 JOHN WOOD
 ANDREW KITCHMAN
 JOHN SCOTT MARTIN
 GERALD TAYLOR

Insect movement by
 ROSELYN DE WINNER

Title music by RON GRAINER
 and the BBC Radiophonic Workshop

Story Editor
 DENNIS SPOONER

Designer
 JOHN WOOD

for Richard Martin

Signature

Received

21st January 1965

Date

From: Design Manager.

SUBJECT: DESIGN SHEET, WEEK 4, 1965.

Programmes marked * may have Designer credits.

Date	Production BBC - 1	Classi- fication	Designer	Information Date	Prop. Date
Saturday 23.1.65.	TTP: Late Show	A	D. Blake	11.1.65.	14.1.65.
	LE:VTR: Roy Kinnear 4/6		M. Rea	4.1.65.	11.1.65*
	FP:VTR: Running A Home		A.H. Craig (SDU)	13.1.65.	18.1.65.
	OBS: Grandstand		A.H. Craig (SDU)	13.1.65.	18.1.65.
	LE: Juke Box Jury		J. Steele (SDU)	13.1.65.	18.1.65.
	SCH:VTR: Making Music	D	SCH	13.1.65.	18.1.65.
	OB:Royal Albert Hall: VTR: British Gymnastics		A.H. Craig (SDU)	7.1.65.	14.1.65.
Sunday 24.1.65.	DSR: VTR: Sherlock Holmes	A+	R. Oxley	30.12.64.	12.1.65*
	TTP: Late Show		D. Blake (SDU)	11.1.65.	14.1.65.
	LE:VTR: Marriage Lines 5/7	B	J. Oman	4.1.65.	11.1.65*
	TP: VTR: Monitor	D	N. James (SDU)	13.1.65.	18.1.65.
	LE:VTR: Billy Cotton	B	C. Pigott	4.1.65.	11.1.65*
Monday 25.1.65.	LE:VTR: Dixon of Dock Green	A	C.Robilliard	31.12.64.	12.1.65*
	SCH:VTR: Science Session	D	SCH	13.1.65.	18.1.65.
	TPA: Panorama		D. Jones SDU	13.1.65.	18.1.65.
	TTP: Tonight		R. Andrews	13.1.65.	18.1.65.
	OBE: Come Dancing Links		M. Scames (SDU)	13.1.65.	18.1.65.
Tuesday 26.1.65.	DSR:VTR: R. Three 12/13	A+	P. Seddon	30.12.64.	12.1.65*
	DSL: Compact 320	B	D. Shortman	30.12.64.	12.1.65*
	TM:VTR: Tito Gobbi 1/4	A	M. Taylor	28.12.64.	7.1.65*
	SCH:VTR: Middle School Maths	D	SCH	14.1.65.	19.1.65.
	FP: VTR: Blue Peter	D	G. Howard	13.1.65.	20.1.65.
	TTP: Tonight		R. Andrews	14.1.65.	19.1.65.
	SCH:VTR: Merry Go Round	D	SCH	14.1.65.	19.1.65.

Date	Production	Classification	Designer	Information Date	Prop. Date
Wednesday 27.1.65.	DSL:VTR: Compact 321	B	D. Shortman	31.12.64.	12.1.65*
	DSR: Z Cars	A+	E. Hercules	31.12.64.	12.1.65*
	SCH: VTR: T.V. Club The Burst Pipe	D	SCH	15.1.65.	20.1.65.
	TTP: Tonight		R. Andrews	15.1.65.	20.1.65.
	OBS: Sportsview		A.H. Craig (SDU)	15.1.65.	20.1.65.
	LE:VTR: Crackerjack	C	J. Hurst	15.1.65.	20.1.65*
Thursday 28.1.65.	TM:VTR: Tito Gobbi 2/4	A	M. Taylor	30.12.65.	11.1.65*
	SCH: Spotlight	D.	SCH	18.1.65.	21.1.65.
	TPA: Gallery		D. Jones (SDU)	18.1.65.	21.1.65.
	TTP: Tonight		R. Andrews	18.1.65.	21.1.65.
	DSR: VTR: Dr. Finlay 4/10	A+	S. Spence	1.1.65.	14.1.65*
Friday 29.1.65.	TTP: Late Show	B	R. Berger	19.1.65.	22.1.65*
	LE:VTR: Hugh & I 6/13	B	M. Young	8.1.65.	15.1.65*
	SCH:VTR: German - 16	D	SCH	19.1.65.	22.1.65.
	FP: VTR: Blue Peter		G. Howard	14.1.65.	21.1.65.
	TTP: Tonight		R. Andrews	19.1.65.	22.1.65.
	Best of Tonight Linking		R. Andrews	19.1.65.	22.1.65
	OBFS: VTR: Science of Man		G. Preston (SDU)	19.1.65.	22.1.65.
	DSL: VTR: Dr. Who (N) 2/6	A	J. Wood	29.12.64.	11.1.65*

Date	Production	Classi- fication	Designer	Information Date	Prop. Date.
	<u>FILMING BBC - 1.</u>				
Mon-Fri 25-29.1.	Walrus (Loc.)		P. Seddon/ D. Brewer	6.1.65.	14.1.65.
Mon-Fri 25-29.1.	Not So Much (Loc)		R. Berger/ D. Blake	6.1.65.	14.1.65.
Mon-Fri 25-29.1.	Z Cars (Loc)		S. Morris	6.1.65.	14.1.65.
Thur 28.1.	Z Cars (Stage)		S. Morris	11.1.65.	19.1.65.
Mon/Tues 25/26.1.	Sherlock Holmes (Loc) Wk. 6.		S. Bundy	6.1.65.	14.1.65.
Mon 27.1.	Hugh & I (Loc) Wk.6.		M. Young	6.1.65.	14.1.65.
Tues/Wed 26/27.1.	Dixon of Dock Green Wk7. (Loc)		C. Robilliard	7.1.65.	15.1.65.
Mon 25.1.	Marriage Lines Wk.5. (Stage)		M. Tait	6.1.65.	14.1.65.
Wed 27.1.	Blue Peter (Loc)		G. Howard	8.1.65.	18.1.65.
Mon/Tue/ Fri/25/26/ 29.1.	And Did Those Feet(Loc.)		W. McCrow	6.1.65.	14.1.65.
Wed/Thur 27/28.1.	And Did Those Feet (Studio)		W. McCrow	8.1.65.	18.1.65.

Date	Production BBC - 2	Classi- fication	Designer	Information Date	Prop. Date
Saturday 23.1.65.	LE: VTR:	A+	K. Norman	22.12.64.	6.1.65*
	TF:VTR: Human Side		J. Burrowes (SDU)	13.1.65.	18.1.65.
	OB. London Football Match of the Day		J. Bould	7.1.65.	13.1.65.
	OB. London: VTR: Time Out		C. Pemsel (SDU)	7.1.65.	13.1.65.
	LE: VTR: Night Train to Surbiton.	A	M. Middleton	4.1.65.	11.1.65*
Sunday 24.1.65.	TM: VTR: Muses With Milligan	C	J. Steele (SDU)	13.1.65.	18.1.65.
	RB: VTR: Doubts & Certainties		A. Ruddy (SDU)	13.1.65.	18.1.65.
	OB. London VTR: Time Out		C. Pemsel (SDU)	7.1.65.	13.1.65.
	OB. London: VTR: Jazz 625		C. Pemsel (SDU)	7.1.65.	13.1.65.
Monday 25.1.65.	TPA: VTR: Tuesday Term Parliament At Work 5/6	C	C. Pemsel (SDU)	13.1.65.	18.1.65.
	OB: London VTR: Workshop (Music 625)		E. Swiderska (SDU)	7.1.65.	13.1.65*
Tuesday 26.1.65.	TPA: VTR: Enquiry	A+	J. Weatherup (SDU)	14.1.65.	19.1.65.
	DP: VTR: Johnson Over Jordon		R. Stannard	18.12.64.	5.1.65
	FP:VTR: Play School		G. Kirkland	14.1.65.	19.1.65.
	OB. London: VTR: Wheelbase		C. Pemsel (SDU)	8.1.65.	14.1.65.
Wednesday 27.1.65.	LE: VTR: Pick The Winner	D	N. Vertigan (SDU)	14.1.65.	19.1.65.
	FP: VTR: Play School	D	G. Kirkland	14.1.65.	19.1.65.
	OB. London: VTR: Wheelbase		C. Pemsel (SDU)	11.1.65.	15.1.65.

Date	Production	Classi- fication	Designer	Information Date	Prop. Date
Thursday 28.1.65.	OBFS: Wheelbase/ Time Out	D	C. Pemsel (SDU)	18.1.65.	21.1.65.
	LE: VTR: Beat Room	D	J. Steele (SDU)	18.1.65.	21.1.65.
	TPA: Encounter		J. Burrowes (SDU)	18.1.65.	21.1.65.
	Play School Stories		G. Kirkland	14.1.65.	19.1.65.
Friday 29.1.65.	TM: VTR: Tuesday Term Economics In Business	D	A. Ruddy (SDU)	18.1.65.	21.1.65.

Date	Production	Classi- fication	Designer	Information Date	Prop. Date
	<u>FILMING BBC - 2</u>				
Mon-Fri 25-29.1.	Encounter/Enquiry Loc.		SDU	6.1.65.	14.1.65.
Mon-Fri 25-29.1.	Human Side Loc.		SDU	6.1.65.	14.1.65.
Mon 25.1	Night Train to Surbiton for Wk. 6. Stage.			6.1.65.	14.1.65.
Mon-Fri 25-29.1	Time Out Loc.		SDU	6.1.65.	14.1.65.
Mon-Fri 25-29.1.	Horizon Loc.		SDU	6.1.65.	14.1.65.
Thur/Fri 28/29.1.	Play School Loc.		G. Kirkland	11.1.65.	19.1.65.

RECEIVED
XXXXXXXXXXXXXX

RECEIVED
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
2045

22/1/1965

"Dr. Who" SERIAL 'A' Pt. 1
(23/1/4/3315)
Riverside 1

XXXXXXXXXX

2200

VT/4T/25751

(To be transmitted on
Saturday, 17th Feb.
1740-1805)

VERITY LAMBERT
DIRECTED BY RICHARD HARTLE

Dr. Who WILLIAM HARTNELL
Ian Chesterton. WILLIAM HARTNELL
Barbara Wright. JACQUELINE KILL
Vicki MICHAEL O'NEILL
Barbi Operators: ROBERT JONES
JACK TINT
GORDON TAYLOR

Copies to:

H. Serials B. Tel.
Org. Serials B. Tel.
Miss Verity Lambert
TV Enterprises (5)
Mr. Taffery, Copy-
right

NOTE: INT. TARDIS LIVING QUARTERS : EXT. TARDIS VARIOUS
INT. TARDIS LIVING QUARTERS :
(TARDIS Tardis is an extensive area with
many sections)
DESIGNER: John Wood

AUTHOR

BILL STRUTTON

MUSIC

P.R.S. (2 French
records used)

TALESNAPS

JOHN C URA

XXXXXX

39 ft. 86 ft.
Opening (2
title inserts)
42 ft.
Trailer from
prev.ep.

PLAYED ON LDC 108

Jacques Lasry & Francois Baschet	Lesx Structures Sonores Side 1 Band 1 Rhapsody Budapest	Jacques Lasry & Francois Baschet	Disques Sam	40 Disques LD. Sam 066
Jacques Lasry & Francois Baschet	Les Structures Sonores Side 1 Band 1 Pieces Nouvelles	Jacques Lasry		1 19 " LD. 087
Jacques Lasry & Francois Baschet	Les Structures Sonores Side 2 Band 1 Sonatine	Jacques Lasry		24 " LD. 087
(specially dubbed)				
Ron Grainer and the BBC Radiophonic Workshop	Opening titles	Ron Grainer		25
<u>ON TAPE</u>				
Ron Grainer as above	Closing titles	Ron Grainer		52

for Richard Martin

25th January 1965

Richard Martin, 501 Union House. PABX

"DR. WHO" SPECIAL '1' EPISODE 1 (27/1/4/3373) - SUPPLEMENTARIES

Miss Pauline Mansfield-Clark

25th January 1965

The only artist due to receive a fitting fee for this episode is ROBERT JEWELL, who attended at Shawcraft, Uxbridge, on Thursday, 31st December 1964, at 11.30 a.m. in order to be fitted for a Zarbi outfit.

WILLIAM HARTNELL, WILLIAM TAYLOR, JAMES WILKINSON and MAUREEN O'NEILL were called at 10.30 a.m. for camera rehearsals last Friday, 22nd January. Rehearsal times were 1.30-1.00, 2.00-7.00, 8.00-8.15.

The remaining artists, ROBERT JEWELL, JACK PLATT and GERALD TAYLOR were not called until 11.00 a.m. In fact, each of them were contracted to receive two guineas overtime for camera rehearsal, although in fact they did only one hour's overtime. In the case of GERALD TAYLOR, he should receive one hour's overtime for last Tuesday, 19th January, but this is compensated for by the extra hour he is already contracted to receive.

Barbara Cunnell

(for Richard Martin)

FROM: RICHARD MARTIN (PRODUCER)

FOR PROP. MASTER USE ONLY

SUBJECT: PROPERTY AND
DRAPE REQUIREMENTS

TO: PROPERTY MASTER

COPIES TO: STUDIO MANAGER
SCENE MASTER
DESIGNER
A.F.M.
PRES.

RECEIVED BY
PROP. MASTER

3 A.M.
P.M.

26/1/65

1	HIRE (2)	9	SALVAGE
2	STOCK 4	10	SUPPLY
3	DRAPES	11	C/HAND T/C
4	CATERING	12	C/HAND
5	WARDROBE	13	PROP. MASTER
6	WORKSHOP	14	INVESTIGATOR
7	P. CASH (2)	15	56
8	A.S.O.	16	FILE COPY

PRODUCTION

DATES AND STUDIOS

H/E

DR WHO serial N
"THE ZARBI"

23/1/4/3374

Designer:

JOHN WOOD

Filming

S

Telerecording
& Experiments

S

Pre-Reqs
& Setting

S

Transmission

S

29.1.65.

R

1

29.1.65

R

1

20.2.65.

first supp. page one

PROFS ONLY

T/V Prod. Buyer deliver to:

on:

except as shown:

FIRST SUPPLEMENTARY PROP LIST

N°33✓

44. water tank as used in first episode last week.

45. three further small water tanks - see des.

46. water for above two items

47. selected length of ivy branch from greenery

48. smoke gun fully prac. (same as Item 43A)

49. 5' stalagmite spar

49A. 3 subs nylon line

M T/C P/C D

43B →

Scenery

H/E

H

H

H

H

H

PH 35579

special effects

Willespie 28/1/65

Signed

William Chardet

Date

25.1.65

FROM: RICHARD MARTIN (PRODUCER)

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DRAPE REQUIREMENTS

TO: PROPERTY MASTER

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PROP. MASTER

10-0 A.M.
P.M.

20/1/65

11-1-65

1	HIRE (2)	9	SALVAGE
2	STOCK	10	SUPPLY
3	DRAPE	11	C/HAND T/C
4	CATERING	12	C/HAND
5	WARDROBE	13	PROP. MASTER
6	WORKSHOP	14	INVESTIGATOR
7	P. CASH (2)	15	JG
8	A.S.O.	16	FILE COPY

PRODUCTION

DATES AND STUDIOS

ELECS HTE

DR WHO serial N

"THE ZARBI"

23/1/4/3374

Designer:

JOHN WOOD

page one

Filming

S

Telerecording
& Experiments

S

Pre-Rehs
& Setting

S

Transmission

S

29.1.65.

R

1

29.1.65.

R

1

20.2.65.

PROPS ONLY

T/V Prod. Buyer deliver to:

on:

except as shown:

TARDIS CONTROL ROOM & LAB. AREA

1. Spanish armchair (as used in prev. eps.) N° 24-5
2. Knossos throne chair " " " " Arms N° 40
3. astrolabe " " " "
4. brass clock " " " "
5. classical wooden pedestal " " " " N° 25
6. eagle pedestal " " " "
7. monitor for scanner screen " " " "
8. a rose in specimen case (as used in ep. 1 last week)
9. ^{quantity of} butterflies " crabs " " " "
10. an ant " " " " " "
11. six tubular-like bottles containing substances
12. first aid kit in box " " " "
13. ^{narrow metal cabinet} low cupboard with drawers & doors ~~2' x 1'6"~~ 2' x 1'6"
14. ^{TABLE} scientific laboratory unit, to include sink, with shelves if possible; 4' x 1'6" new.
15. six selected scientific instruments - new
16. swivel chair - very modern type
17. lab. type angle light - very modern, not ordinary ^{COMPLETE WITH DENTAL COLUMN} anglepoise & other dental dressings.
18. various computer-type data charts as previous episode
19. tape recorder equipment, depth control, fathoms meter etc
20. small computer - upright kind, 9" deep; 15" wide. ^{transmitter, receiver, etc.}
- 20A. OTHER TABLES AND DRESSINGS ^(all of above items used in ep. 1 last week) including magnetic eye table lamp, plastic roller blinds, etc.

Signed

Date

SUB: PROPERTY AND
DRAPE REQUIREMENTS

TO: PROPERTY MASTER

COPIES TO: STUDIO MANAGER
SCENE MASTER
DESIGNER
A.F.M.
PRES.RECEIVED BY
PROP. MASTERA.M.
P.M.

/ /

1	HIRE (2)	9	SALVAGE
2	STOCK	10	SUPPLY
3	DRAPES	11	C/HAND T/C
4	CATERING	12	C/HAND
5	WARDROBE	13	PROP. MASTER
6	WORKSHOP	14	INVESTIGATOR
7	P. CASH (2)	15	
8	A.S.O.	16	FILE COPY

PRODUCTION

DATES AND STUDIOS

DR WHO serial N
"THE ZARBI"

Filming

S

Telerecording
& Experiments

S

Pre-Rehs
& Setting

S

Transmission

S

page two

PROPS ONLY

T/V Prod. Buyer deliver to:

on:

except as shown:

DRESSING FOR LANDSCAPE

20. thirty sacks of sawdust (not to be opened)
21. 200 sandbags of sawdust " " " "
22. thirty sacks of dark sawdust & five sacks of light (will be opened)
23. six sacks of cinders
24. three packs of peat, two tonnes, (two light)
25. four bags (7lbs) Fullers earth
26. a quantity of spinelike 'reeds' - heights from 1' 6 3'
27. ~~six yards black shiny polythene~~ *six yards black polythene* 48" wide.

MISCELLANEOUS

28. six spars of stalagmite
29. mummified menoptra
30. four Zarbi outfits
31. two Zarbi venom guns
32. two metallic wishbone shaped necklets, supposed to be gold
33. Menoptra transmitter - metal box with knobs, dials, aerial, bulbs which light up (this prop has to be destroyed in the action therefore it will be necessary to have three of them - one for final run, one for recording and one for possible re-take)
34. *assorted pieces jabolite Pc* some spare rocks to be hurled - *3 large lumps P/c of rosin*
35. five Burco boilers F.P.
36. 24 bags of dry ice
37. three pairs of gloves for handling dry ice
38. ~~four boxes or packets of dye for pool~~ *work colours*

Signed

Date

Special effects

ELECTS H/E

Scene master

FOR PROP. MASTER USE ONLY

RECEIVED BY
PROP. MASTER

TO:

PROPERTY MASTER

A.M.
P.M.

COPIES TO: STUDIO MANAGER
SCENE MASTER
DESIGNER
A.F.M.
PRES.

1	MIRE (2)	9	SALVAGE
2	STOCK	10	SUPPLY
3	DRAPES	11	C/HAND T/C
4	CATERING	12	C/HAND
5	WARDROBE	13	PROP. MASTER
6	WORKSHOP	14	INVESTIGATOR
7	P. CASH (2)	15	
8	A.S.O.	16	FILE COPY

PRODUCTION

DATES AND STUDIOS

DR WHO
serial N
"The Zarbi"

page three

PROPS ONLY

T/V Prod. Buyer deliver to:

07:

except as shown:

H	T/C	P/C	D
---	-----	-----	---

39. ~~$\frac{1}{2}$ pint of oil colour for pool = grey~~

40. small can of "3 in 1" oil

41. two pairs 6' black 10' drapes

42. four 6" high blocks, about 2' square

43. 6' black border, 20' long

43A cobweb gun

43B tank N° 33 - to hold water F.P.

430. twisted ivy branches

43 J. selection of old mans beach

Missie 25/1/64

Signed

Date _____

SUBJECT: PROPERTY AND DRAPE REQUIREMENTS TO: PROPERTY MASTER COPIES TO: STUDIO MANAGER SCENE MASTER DESIGNER A.F.M. PRES.		RECEIVED BY PROP. MASTER <u>9-30</u> A.M. P.M. 26/1/65 Doe 19/1/65		<table border="1"> <tr><td>1</td><td>HIRE (2)</td><td>9</td><td>SALVAGE</td></tr> <tr><td>2</td><td>STOCK</td><td>10</td><td>SUPPLY</td></tr> <tr><td>3</td><td>DRAPE</td><td>11</td><td>C/HAND T/C</td></tr> <tr><td>4</td><td>CATERING</td><td>12</td><td>C/HAND</td></tr> <tr><td>5</td><td>WARDROBE</td><td>13</td><td>PROP. MASTER</td></tr> <tr><td>6</td><td>WORKSHOP</td><td>14</td><td>INVESTIGATOR</td></tr> <tr><td>7</td><td>P. CASH (2)</td><td>15</td><td>JG.</td></tr> <tr><td>8</td><td>A.S.O.</td><td>16</td><td>FILE COPY</td></tr> </table>		1	HIRE (2)	9	SALVAGE	2	STOCK	10	SUPPLY	3	DRAPE	11	C/HAND T/C	4	CATERING	12	C/HAND	5	WARDROBE	13	PROP. MASTER	6	WORKSHOP	14	INVESTIGATOR	7	P. CASH (2)	15	JG.	8	A.S.O.	16	FILE COPY
1	HIRE (2)	9	SALVAGE																																		
2	STOCK	10	SUPPLY																																		
3	DRAPE	11	C/HAND T/C																																		
4	CATERING	12	C/HAND																																		
5	WARDROBE	13	PROP. MASTER																																		
6	WORKSHOP	14	INVESTIGATOR																																		
7	P. CASH (2)	15	JG.																																		
8	A.S.O.	16	FILE COPY																																		
PRODUCTION DR. WHO Serial N. 3. ESCAPE TO DANGER. 23/1/4/3375. Designer. JOHN WOOD Page one 2459		DATES AND STUDIOS E Lecs. (H)																																			
DR. WHO Serial N. 3. ESCAPE TO DANGER. 23/1/4/3375. Designer. JOHN WOOD Page one 2459		Filming S	S 5.2.65.	S R 1	Pre-Reqs & Setting S 5.2.65 R 1	S 27.2.65.	Transmission S																														

PHONE ONLY

T/V Prod. Buyer deliver to:

ON:

except as shown:

H T F A D

TARDIS CONTROL ROOM & LAB. AREA.

1. Spanish armchair (as used in prev. eps.) N° 245
2. Knossos Throne chair " " " " Alma N° 40
3. Astrolabe " " " " "
4. Brass clock " " " " "
5. Classical wooden pedestal " " " " N° 25
6. Eagle pedestal " " " " "
7. Monitor for scanner screen " " " " "
8. a rose in specimen case (as used in ep. 1.)
9. a butterfly " " " " " "
10. an ant " " " " " "
11. six tubular-like bottles containing substances. pills + aspirin. type. tablets
12. first aid kit in box (as used in ep. 1.)
13. Narrow metal cabinet with drawers.
14. Table 3'x 2' with shelf.
15. six selected scientific instruments - new.
16. swivel chair - very modern type.
17. lab. type angle light complete with dental column and other dental dressings.
18. various computer type data charts.
19. tape recorder equipment, depth control, fathom metre etc.
20. Transmitter, receiver etc.
21. Other dressings as set photographs.

Signed

E Lecs. (H)

Date

25/1/65

DRAPE REQUIREMENTS PROPERTY MASTER TO: <u>1</u> COPIES TO: STUDIO MANAGER SCENE MASTER DESIGNER A.F.M. PRES.		PROP. MASTER _____ A.M. _____ P.M. 11		11. L. V. H. S. 12. C. H. D. 13. F. R. S. S. 14. INVESTIGATOR 15. FILE COPY
---	--	--	--	---

PRODUCTION	DATE AND STUDIOS							
	Filming	S	Telerecording & Experiments	S	Pre-Rehe & Setting	S	Transmission	S
DR. WHO Serial N. ESCAPE TO DANGER.								

Page two.

PROPERTY

T/V Prof. Royce & Associates

ON:

except as shown:

DRAPES FOR LANDSCAPE

22. Thirty sacks of sawdust (not to be opened)
23. 200 handbags of sawdust " " " "
24. ⁴⁻⁰ ~~Thirty-five~~ sacks of dark sawdust & five sacks
of light sawdust (will be opened)
^{5' x 6" x 12"}
25. six sacks of cinders.
26. Three sacks of peat, two tones, (two light)
27. four bags (7lbs F llers earth.)
28. a quantity of spinline 'reeds' - heights from
1'6" to 3'.
29. Selected lengths of ivy branch from greenery.
30. Quantity of 'old man's beard'.
- 30A. ~~mattress~~

MISCELLANEOUS

31. six spars of stalagmite.
32. four zarbi outfits.
33. two zarbi venom guns.
34. four gold necklets.
35. quantity of yellow paper.
36. six pencils.
37. three spiral swords.
38. ~~four boxes of paints of dark colours.~~
39. ~~1 pint of oil colour - grey.~~
40. ~~small can of 3 in 1 oil.~~
map
41. astral/on rollers with leads and plugs attached.
42. two pairs 6' x 10' black drapes.

Special effects

Special effects

Special effects

Signed

Date

TRAPE REQUIREMENTS

TO: PROPERTY MASTER
COPIES TO: STUDIO MANAGER
SCENE MASTER
DESIGNER
A.F.M.
PRES.

5. CLASS B
PROP. MASTER

A.M.
P.M.

11

2. OFFICIALS
3. GRAPES
4. CATERING
5. WARDROBE
6. WORKSHOP
7. P. CASH (2)
8. A.S.O.

10
11 C/HAND T/C
12 C/HAND
13 PROP. MASTER
14 INVESTIGATOR
15
16 FILE COPY

PRODUCTION

DATES AND STUDIOS

DR. WHO Serial N.

ESCAPE TO DANGER

Page three.

PLACES ONLY

T/V Prod. Buyer deliver to:

Q12 :

except as shown:

Scenery

43. four 6" high blocks about 2' square.

44. three 8' run blacks 10' drop.

45. one cobweb gun.

46. two dusters.

46a. 2 reels lightweight nylon line

46 B. 2 reels heavy

46c. 2" tape-black

462. 6 perisperm boxes.

W. L. L. L. 11/2/65

Signed

E. L. Fisk

Date _____

25/1/15

Richard Martin, 501 Union House.

"DR. WHO" SERIAL 'A' EP. 3 (23 1/4/5376) - DRESSING ROOMS

Miss Kathleen Knight, Studio Bookings. 25th January 1965

Would you please allocate dressing rooms to the artists who will be in "Dr. Who" Serial 'A' Episode 3 at Riverside 1 on Friday, 5th February, for which camera rehearsals begin at 10.30 a.m.

Their names are:

WILLIAM HASTELL : WILLIAM RUSSELL : MAURICE O'BRIEN :

ROSLYN DE WINTER : ROBERT JEWELL : GUYARD TAYLOR :

KEVIN MAHER : JOHN SCOTT MARTIN : JACK TIPP :

HUGH LUND : CATHERINE FLEMING

Many thanks.

Barbara Connell

(for Richard Martin)

Mr. R. I. Walton.

4020 T.C.

IABA.

DR. WHO Series (V)

26th January, 1965.

Mr. Douglas Mair.

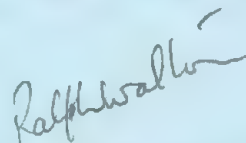
Copy to: H.S.S. (Tel.)

Verity Lambert.

A (V) to H.T.O. Tel.5.

I would like to express my grateful thanks for your co-operation, and personal attention to the problems posed by this current Dr. Who production.

The manner in which you produced a practical solution to the production requirement at such short notice, made a studio possibility of a semi laboratory type experiment.



(Ralph I. Walton.)

RIW/NEP.

From: Richard Martin, 501 Union House. FAX
Subject: "RADIO TIMES" BILLING - WEEK 10: SATURDAY, 6th MARCH -
"DR. WHO" SERIAL 'N' EPISODE 4 (23/1/4/3376)
To: Mrs. D. Bliss through Miss Verity Lambert. 26th Jan. 65

Copies to: H.Serials D. Tel.
Org. Serials D. Tel.
Miss Verity Lambert
Tel.Ed. Radio Times
Art Ed. Radio Times
Mr. D. Hoddinott
Mr. D. Spooner

5.40

DR. WHO

An adventure in space and time

starring

WILLIAM HARTNELL

WILLIAM RUSSELL

JACQUELINE HILL

and

MAUREEN O'BRIEN

*

Crater of Needles

by BILL STRUTTON

Dr. Who WILLIAM HARTNELL

Ian Chesterton ... WILLIAM RUSSELL

Barbara Wright ... JACQUELINE HILL

Vicki MAUREEN O'BRIEN

The Menoptra:

Vrestin ROSLYN DE WINTER

Hrostar ARNE GORDON

Trapillus JOLYON BOOTH

Slyris JOCELYN BIRDSALL

Hilio MARTIN JARVIS

The Optera:

Hetra IAN THOMPSON

Nemini BARBARA JOSS

Zarbi Operators:.. ROBERT JEWELL

HUGH LUND

KEVIN MANSER

JACK PITT

JOHN SCOTT MARTIN

GERALD TAYLOR

Animus Voice CATHERINE FLEMING

Insect movement by Roslyn de Winter

Title music by RON GRAINER with
the BBC Radiophonic Workshop

Film Cameraman, Peter Hamilton

Film Editor, Gita Zadek

Story Editor, Dennis Spooner

Designer, John Wood

Producer, VERITY LAMBERT

Directed by RICHARD MARTIN

* slave colony break out is successful -
and the Menoptra spearhead faces a
disaster.

(* BBC recording)

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'N' EP.3 - MEAL BREAKS

Catering Manageress, Riverside Studios. 26th January 1965

Copy to Miss Verity Lambert

Due to the fact that the recording of this programme in Riverside 1 on Friday, 5th February, has been put back from 8.30 p.m. to 9.00 p.m., to make full use of the time available it is necessary that we should alter the meal times. Therefore, would you please note that we shall need lunch from 1.30 to 2.30 p.m. and dinner from 7.30-8.30 p.m.

There will be eleven people in the cast, nine in the production unit, and the usual number of technical people.


(for Richard Martin)

From: Richard Martin, 501 Union House. FAX

Subject: "RADIO TIMES" BILLING - WEEK 11: SATURDAY, 13th MARCH -
"DR. WHO" SERIAL 'N' EPISODE 5 (25/1/4/3577)

To: Mrs. S. Bliss through Miss Verity Lambert. 26th Jan. 66

Copies to: H. Serials D. Tel.
Org. Serials D. Tel.
Miss Verity Lambert
Tel. No. Radio Times
Art. No. Radio Times
Mr. D. Goodinott
Mr. D. Spooner

9.40

DR. WHO

An adventure in space and time

starring

WILLIAM HARTNELL

WILLIAM RUSSELL

JACQUELINE HILL

and

MAURIAN O'BRIEN

*

Invasion

by Bill Strutton

Dr. Who WILLIAM HARTNELL

Ian Chesterton ... WILLIAM RUSSELL

Barbara Wright ... JACQUELINE HILL

Vicki MAURIAN O'BRIEN

The Menoptra:

Vrostin ROSLYN DE WINTER

Truster ANNE WOOD

Prapillus JULYON BOOTH

Myrio JOSEPH BISHOP

Hillo MARTIN JARVIS

The Optera:

Natra IAN THORNTON

Samini BARBARA JOSS

~~Lordi Operatore~~ .. ROBERT JENKINS

The Zarbi HUGH JACK

..... JEFF THOMAS

..... JILL HILL

..... JANE JONES

..... GERALD TAYLOR

Insect movement by Roslyn de Winter

Title music by RON GRAIKENX with
the BBC Radiophonic Workshop

Story editor, Dennis Spooner

Designer, John Wood

Producer, VERITY LAMBERT

Directed by RICHARD MARTIN

The travellers move in for the final
battle; unaware of what awaits them.

(A BBC recording)

(for Richard Martin)

From: Asst. to Head of Studio Management, Television(I) 4036, T.C. Ext.
Subject: SCENIC PROJECTION 27th January 1965
To: Richard Martin
Copy to: Mr. Alf Davis, 269, T.C.
Mr. Bill Milburne
Studio Foreman Electrician
House Engineer, Ealing
Mr. Terry Hunt, A.7, Ealing
Scene Master (2)
Mr. Jack Smith, E1006, T.C.

This confirms your booking of B.P. equipment for the following programme:-

PROGRAMME: "DR. WHO"

DATE: Friday, 5th February 1965

STUDIO: R.1.

TYPE OF B.P.: 1 Still B.P. Machine

12' x 10' Screen

*Cancelled by
phone 28/1/65*

EFM

(Peter Wigzell)

TELEVISION TECHNICAL OPERATIONS
BOOKING SHEET: CAMERA MOUNTINGS & MONITORS

From M. LEWIS (REVISED) Date 27 JAN '65
 To: Equipment Allocations Office. Accepted by [Signature] Date _____
 Production PA WHO [N3] Project No. _____
 Producer V. LAMBERT Studio R1 Date(s) 5 FEB. 65
 Equipment Required at 0930 hours, on 5 FEB. (date) Crew 14 TMI/2 RW, ML

C A M E R A S

No.	Mountings	Additional Staff (State function)	Additional Instructions
1	M/R crane ✓	CAMERAMAN /	TWO ANG. ZEISS MK III ✓ ONE 52" LENS ✓ (USE OF R1 MCR SPARE W/A LENSES) ATTN. MR. BROWN STOLE (F.)
2	PEP ✓		
3	CAMERA N°1 ✓		
4	PEP ✓		
5	PEP ✓		
6			

Mechanic required at 0930 hours, on 5 FEB. (date)

Riggers required for: Rigging at 0930 hours, on 5 FEB. (date)

" " : Derigging at 1245 hours, on 5 FEB. (date)

WANKING
HICKER
C TWO MEN

INLAY: Operator ~~is~~ is not/required.

M O N I T O R S

Type	Qty.	Additional Instructions
Floor (Additional)		
Slung	<u>TWO</u>	
Hired		

[Signature]

R.T. TEXT—C1

COLYER Jan 28

RT Feb 4

SAT—EDIT

Dr. Who



5.40

FOR Dr. Who and his companions the hazards of their recent adventures among the Romans were offset to some extent by the fact that they were at least dealing with familiar antagonists — a pleasant change after the Daleks. But at the end of last week's story, Tardis had hardly dematerialised from the Roman era before it became clear that things had gone radically wrong and unearthly influences were at work again. Observed the good doctor: 'We seem to have been imprisoned by some kind of force. Something, somewhere, is slowly plucking us down.'

But what—and where to? In the first episode of *The Web Planet* the time-travellers find themselves in eerie, alien surroundings not unlike the surface of the moon; and when Dr. Who attempts to take off again, the unknown force prevents Tardis from moving. It is impossible to tell whether a natural phenomenon is responsible, or some malevolent intelligence. So when Vicki is affected by a strange noise which only she can hear the doctor and Ian set out to explore, leaving Barbara and Vicki behind. Making a totally unexpected discovery, and running into perils of a kind they have never encountered before, they return to tell the others—and get a most unpleasant shock.

Written by Bill Strutton and directed by Richard Martin, who was also responsible for the second Dalek serial, this latest story introduces some newcomers to the gallery of denizens of outer space met by the crew of Tardis since they first broke through the frontiers of time. For the *Web Planet* is by no means as deserted as it seems. The visitors from Earth are being closely watched...

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIALS 'A' EPISODE 3 (23/1/4/3375)

Scene Master

28th January 1965

Copies to: House Engineers
Mr. John Wood

"Dr. Who" Serials 'A' Episode 3 will be in Riverside 1
next Friday, 5th February.

Will you please supply and have rigged for us a
hanging mirror 4' x 3', to be hung on chain tackle.

Camera rehearsals begin at 10.30 a.m.

Barbara Cannell
(for Richard Martin)

From: Design Manager

SUBJECT: DESIGN SHEET, WEEK 5, 1964.

Programmes marked * may have Designer credits.

Date	Production BBC - 1	Classi- fication	Designer	Information Date	Prop. Date
Saturday 30.1.65.	TTP: Late Show		R. Berger	19.1.65.	22.1.65..
	LE: VTR: Roy Kinnear 5/6	A	S. Chapman	11.1.65.	18.1.65.*
	SCH:VTR: Making Music - 3	D	SCH	20.1.65.	25.1.65.
	FP:VTR: Running A Home		A. Hunter Craig (SDU)	20.1.65.	25.1.65.
	OBS: Grandstand		A.H. Craig (SDU)	20.1.65.	25.1.65.
Sunday 31.1.65.	TTP: Late Show		R. Berger	19.1.65.	22.1.65.
	LE:VTR: Marriage Lines 6/7	B	M. Tait	11.1.65.	18.1.65.*
	RB: VTR: Meeting Point		A. Ruddy (SDU)	20.1.65.	25.1.65.
Monday 1.2.65.	LE:VTR: Dixon of Dock Green - 22	A	D. Dodd	6.1.65.	19.1.65.*
	TPA: Panorama		D. Jones (SDU)	20.1.65.	25.1.65.
	TTP: Tonight		R. Andrews	20.1.65.	25.1.65.
	OB: London Fairfield Hall VTR: International Concert Hall	C	A.H. Craig (SDU)	14.1.65.	20.1.65.
Tuesday 2.2.65.	DSR: VTR: R. Three 13/13	A+	D. Brewer	6.1.65.	19.1.65.*
	DSL: Compact 322	B	G. Evans	7.1.65.	19.1.65.*
	SCH: VTR: Science Session Electrics	D	SCH	21.1.65.	26.1.65.
	FP: VTR: Blue Peter	D	G. Howard	20.1.65.	27.1.65.
	TTP: Tonight		R. Andrews	21.1.65.	26.1.65.
	LE: VTR: First Impressions (2 Progs.)	D	L. Arrighi (SDU)	21.1.65.	26.1.65.
	OB. London VTR: Frontiers of Medicine		E.Swidarska (SDU)	15.1.65.	21.1.65.
	Sch:VTR: Merrygoround	D	Sch.	21.1.65	26.1.65

Date	Production	Classification	Designer	Information Date	Prop. Date
Wednesday 3.2.65.	DSL: VTR: Compact 323	B	G. Evans	8.1.65.	19.1.65.*
	DSR: Z Cars	A+	J. Davies	7.1.65.	19.1.65.*
	DP: VTR: Centre Stage	A+	F. Taylor	30.12.64.	13.1.65.*
	SCH: VTR: T.V. Club	D	SCH	22.1.65.	27.1.65.
	OBS: Sportsview		A.H. Craig (SDU)	22.1.65.	27.1.65.
	TTP: Tonight		R. Andrews	22.1.65.	27.1.65.
	TF: VTR: Choice	C	N. Vertigan (SDU)	22.1.65.	27.1.65.*
	LE: VTR: Crackerjack	C	P. Brackacki	22.1.65.	27.1.65.*
Thursday 4.2.65.	TM: VTR: Chopin	B	S. Marshall	14.1.65.	21.1.65.*
	SCH: Spotlight	D	SCH	25.1.65.	28.1.65.
	TPA: Gallery		D. Jones (SDU)	25.1.65.	28.1.65.
	TTP: Tonight		R. Andrews	25.1.65.	28.1.65.
	DSR: VTR: Dr. Finlays Casebook 5/10	A+	L. Broadhouse	8.1.65.	21.1.65.*
Friday 5.2.65.	TTP: Late Show	B	B. Blake	26.1.65.	29.1.65.*
	LE: VTR: Hugh & I 7/13	B	P. Allen	15.1.65.	22.1.65.*
	SCH: VTR: German	D	SCH	26.1.65.	29.1.65.
	FP: VTR: Blue Peter		G. Howard	21.1.65.	28.1.65.
	TTP: Tonight		R. Andrews	26.1.65.	29.1.65.
	Best of Tonight Linking		R. Andrews	26.1.65.	29.1.65.
	TD: VTR: Ten Composers	C	D. Jones (SDU)	26.1.65.	29.1.65.
	LE: VTR: Kathy Kirby	A	M. Cornish	14.1.65.	21.1.65.*
	DSL: VTR: Dr. Who (N) 3/6	A	J. Wood	5.1.65.	19.1.65.*

Date	Production BBC - 1	Classi- fication	Designer	Information Date	Prop. Date
	<u>FILMING BBC - 1</u>				
Wed/Thur 3/4.2.	Walrus - General Progs. Stage		J. Davies/ P. Seddon	15.1.65.	25.1.65.
Mon/Fri 1/5.2.	Walrus - General Loc.		J. Davies/ P. Seddon	13.1.65.	21.1.65.
Mon/Fri 1/5.2.	Late Show Loc		Berger/ D. Blake	13.1.65.	21.1.65.
Mon/Fri /5.2.	Z Cars Wk.7. Loc.		E. Hercules	13.1.65.	21.1.65.
Thurs. 4.2.	Z Cars Wk.7. Stage		E. Hercules	18.1.65.	26.1.65.
Mon/Fri 1/5.2.	And Did Those Feet Wk. 8 - Loc.		W. McCrow	13.1.65.	21.1.65.
Mon 1/2.	Hugh & I for Wk. 7 Stage		P. Allen	13.1.65.	21.1.65.
Tue/ 2.2.	Dixon of Dock Green wk. 7. Stage & Loc		C. Robilliard	14.1.65.	22.1.65.
Mon 2.2.	Sheila Hancock - Wk.7. Loc.		R. Hunt	13.1.65.	21.1.65.
Wed 2.2.	Blue Peter		G. Howard	15.1.65.	25.1.65.

Date	Production BBC - 2	Classi- fication	Designer	Information Date	Prop. Date
Saturday 30.1.65.	TM:VTR: Western Ballet	A+	A. Abbott	22.12.64.	7.1.65.*
	LE: Night Train to Surbiton 4/6	A	M.Middleton	11.1.65.	18.1.65.*
	OB. London: Soccer		J. Bould	14.1.65.	21.1.65.
Sunday 31.1.65.	TM: Muses With Milligan		J. Steele (SDU)	20.1.65.	25.1.65.
	LE: VTR:	A+	L. Austin	1.1.65.	13.1.65.*
	RB. VTR: Doubts and Certainties		A. Ruddy (SDU)	20.1.65.	25.1.65.
	OB. London: VTR: Jazz 685		C. Pemsel (SDU)	14.1.65.	21.1.65.
Monday 1.2.65.	TM: VTR: Friday Music	B	A. Anson	14.1.65.	21.1.65.*
	TPA:VTR: Tuesday Term: Parliament At Work		C. Pemsel (SDU)	20.1.65.	25.1.65.
	FP:VTR: Play School(2 progs)	D	G. Kirkland	19.1.65.	25.1.65.
	OB.LondonVTR: Time Out		C. Pemsel (SDU)	14.1.65.	21.1.65.
Tuesday 2.2.65.	OBFS: Horizon	C	N. James (SDU)	15.1.65.	22.1.65.
	DP: VTR:	A+	F. Knapman	30.12.64.	13.1.65.*
	FP: VTR: Play School (2)		G. Kirkland	19.1.65.	25.1.65.
Wednesday 3.2.65.	FP:VTR: Play School (2)		G. Kirkland	19.1.65.	25.1.65.
Thursday 4.2.65.	OBFS: Wheelbase/Time Out	D	C. Pemsel (SDU)	19.1.65.	26.1.65.
	TPA: Encounter		J.Weatherup (SDU)	25.1.65.	28.1.65.
	FP:VTR: Play School Stories		G. Kirkland	19.1.65.	25.1.65.
	LE: VTR: Beat Room	D	J. Steele (SDU)	25.1.65.	28.1.65.
Friday 5.2.65.	DP: VTR: No Trams to Lime Street.	A+	R. Wilmot	1.1.65.	19.1.65.*
	TF: VTR: Tuesday Term Economics in Business	D	A. Ruddy (SDU)	26.1.65.	29.1.65.

Date	Production BBC - 2	Classi- fication	Designer	Information Date	Prop. Date.
	<u>FILMING - BBC 2</u>				
Mon/Fri 1/5.2.	Encounter/Inquiry - Loc.		SDU	13.1.65.	21.1.65.
Mon 1.2.	Night Train to Surbiton for Wk. 7. LOC.		R. Hunt	13.1.65.	21.1.65.
Mon/Fri. 1/5.2.	Time Out/Horizon Loc.		SDU	13.1.65.	21.1.65.
Thur/Fri 4/5.2.	Play School Loc.		G. Kirkland	18.1.65.	26.1.65.

RECORDED
XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXX

"DR. WHO" SERIAL 'N' Ep.2
Riverside 1 (23,1/4/3374)

XXXXXXXXXX
XXXXXXXXXX

29/1/1965

2030

2201

VT/4T/26040

(To be transmitted on
Saturday, 20th Feb. 6
1740-1805)

VERITY LAMBERT
DIRECTED BY RICHARD MARTIN

Dr. Who	WILLIAM MARTIN
Ian Chesterton	WILLIAM RUSSELL
Barbara Wright	JAUQUILINE HILL
Vicki	MAUREEN O'BRIEN
The Menoptra:	
Vrestin	ROSLYN DE WINTER
Hrestar	ARNE JORDAN
Mrhoonda	ARTHUR BRACE
Zarbi Operators:	ROBERT J. JEWELL
	HUGH LUND
	KEVIN MANSER
	JACK RICE
	JOHN SCOTT MURPHY
	GERRARD TAILOR
Animus Voice	CATHERINE FLEMING

Copies to:

H.Serials O. Tel.
Org. Serials D. Tel.
Miss Verity Lambert
Tv. Enterprises (3)
Mr. Caffery, Copyright.
Duty Office
File

ROBERT J. JEWELL and GERRARD TAILOR were the
two Zarbi operators who appeared in one
film excerpt.

Ext. Planet Vortis: Int. Vardis:
Ext. Cave: Int. Cave: Int. Zarbi H.Q.
DESIGNER: John Wood

AUTHOR

Bill Stratton

MUSIC

P.R.S. (2 French
records used)

TELESNAPS

John Cura

XXXX

39 feet	66 feet	--
opening		
title		
23 feet		
trailer		
from Sp.1		

MUSIC PLAYED ON RECORDS

Jacques Lasry & Francois Baschet	Les Structures Sonores Side 1 Band 1 Pieces Nouvelles	Jacques Lasry	87 Disques LD. Bam 987
- ditto -	Les Structures Sonores 'Marche'	Daniel Ouzounoff	10 " "
- ditto -	Side 1 Band 2 Les Structures Sonores Side 1 Band 3 'Suite'	Jacques Lasry	10 " "

ON FILM (specially dubbed)

Ron Grainer and the BBC Radiophonic Workshop	Opening titles	Ron Grainer	25
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ON TAPE

Ron Grainer as above	Closing titles	Ron Grainer	37
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Barbara Cannell
for Richard Martin

1st February 1965

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'N' EP.2 (23/1/4/3374)

Miss Pauline Mansfield-Clark

1st February 1965

Would you please issue supplementary contracts to cover artists who worked more than the hours for which they were contracted on Friday, 29th January 1965, when Episode 2 of "Dr. Who" Serial 'N' was recorded in Riverside 1. Studio rehearsals were from 10.30 a.m. to 1.00 p.m., 2-7 p.m.; recording from 8.30 - 10.01 p.m.

ROSLYN DE WINTER, GERALD TAYLOR, KEVIN MANSEY, JOHN SCOTT MARTIN and JACK PITT were not called until 11.00 a.m. although they were contracted from 10.30 a.m.

The artists who attended fittings outside rehearsal times were:

ROSLYN DE WINTER on Tuesday, 29th December at 3.00 p.m.
ARNE GORDON on Thursday, 31st December at 5.30 p.m.
ARTHUR BLAKE on Monday, 18th January at 9.00 a.m.

In addition, these three artists each stayed for one hour beyond rehearsal time on Monday, 25th January, for movement practise.

Barbara Cannell

(for Richard Martin)

Richard Martin, 501 Union House. PABX

DRESSING ROOMS FOR "DR. WHO" SERIAL 'N' EP.4 (23/1/4/3376)

Miss Kathleen Knight, Studio Bookings. 1st February 1965

"Dr. Who" Serial 'N' Ep.4 will be in Riverside 1 on Friday, 12th February. Would you please allocate dressing rooms to the following artists:

WILLIAM HARTNELL

MAURHELINEBHIEL

WILLIAM RUSSELL

MAUREEN O'BRIEN

ARNE GORDON)

ROSLYN DE WINTER)

JOLYON BOOTH)

JOCELYN BIRDSALL)

MARTIN JARVIS)

BARBARA JOSS)

IAN THOMPSON)

CATHERINE FLEMING)

ROBERT JEWELL)

GERALD TAYLOR)

KEVIN MANSEY)

JOHN SCOTT MARTIN)

JACK PITT)

HUGH LUND)

Walk-ons:

LEN RUSSELL

JANE BOWMAN

~~SID DELLA~~

KEN MCGRATH

Many thanks.

Barbara Connell
(for Richard Martin)

From: Richard Martin, 501 Union House. PABX

Subject: "RADIO TIMES" BILLING - WEEK 12: SATURDAY, 20TH MARCH
"DR. WHO" SERIAL 'N' EPISODE 6 (23/1/4/3378)

To: Mrs. D. Bliss through Miss Verity Lambert

1st February 1965

Copies to: H.Serials D. Tel.
Org. Serials D. Tel.
Miss Verity Lambert
Tel.Ed. Radio Times
Art Ed. Radio Times
Mr. D. Hoddinott
Mr. D. Spooner

5.40

DR. WHO

An adventure in space and time

starring

WILLIAM HARTNELL

WILLIAM RUSSELL

JACQUILINE HILL

and

MAUREEN O'BRIEN

*

The ~~Centre of Terror~~

by BILL STRUTTON

Dr. Who WILLIAM HARTNELL

Ian Chesterton ... WILLIAM RUSSELL

Barbara Wright ... JACQUILINE HILL

Viola MAUREEN O'BRIEN

The Menoptra:

Vrestin ROSLYN DE WINTER

Brostar ERIC GORDON

Prapillus JULYON BUCH

Mlynia JOCELYN BIRDSEALL

Milio MARTIN JARVIS

Optera Metra IAN THOMPSON

The ~~Zarbi Operators~~ .. ROBERT JEWELL

WILLIAM HILL

DAVID GILBERT

JACK PITT

JOHN SCOTT MARTIN

GERALD TAYLOR

Animus Voice CATHERINE FLEMING

Insect movement by Roslyn de Winter

Title music by RON GRALNER with
the BBC Radiophonic Workshop

Film Cameraman, Peter Hamilton

Film Editor, Gitta Zadek

Costumes supervised by Daphne Dare

Make-up supervised by Sonia Markham

Lighting, Ralph Walton

Sound, Ray Angel

Story Editor, Dennis Spooner

Designer, John Wood

Producer, VERITY LAMBERT

Directed by RICHARD MARTIN

The Doctor's plans bear fruit -
and the centre of the web is
reached.

(A BBC Recording)

Barbara Cassell
(for Richard Martin)

OVER-RUN, 'DR WHO', 29TH JANUARY, 1965

2 Feb. 66

Mr. T. Cook, 406 Threshold.
As you know, we had a 16 minute over-run on the above programme.
Reasons for this are as follows:

Retakes:

1. The artist spoke over t/c shot.

2. Artist walked through shot.

3. At the end of retake we lost Genlock, this meant a further retake and a ten minute wait while this technical fault was sorted.

4. Retake of t/c only because it ran out on vision.

5. Second retake on t/c only because of a misunderstanding with sound, resulting in the fact that ~~costume~~ ^{music} was not ready.

6. The artist forgot lines. Due to this, scenery had to be re-organised, and this involved a three minute wait.

7. Retake necessitated because somebody walked through shot because scenery had become misplaced, and was obstructing a shot required in the sequence. At the end of the last retake there was an eight minute wait because a costume broke and had to be repaired.

/cont'd.

OVER-ALL, 'DR. WHO', BOTH PARTS, 1965

This was an extremely difficult episode to do technically, in that there had to be a tremendous amount of scenery in the studio, and apart from the breaks necessary because of scene changes, there was the added problem that we had not used the dolly, except briefly in Episode One, and it was impossible to tell until we got into the studio the kind of difficulties we would run into with dressing them and moving them from one scene to another. As it turned out we had to put in sufficient recording passes to allow them to reposition from scene to scene.

Artist walked through shot.

Finally, I would say that this was probably the most difficult episode of any serial we have attempted so far, and it certainly was the most complicated one of this particular series.

Retake of 1/c only because it ran out on vision.

Second retake on 1/c only because of a misunderstanding with sound, resulting in the first take being unusable.

The artist forgot 1/c. Due to this, camera had to be re-angled, and this took a 30 second wait. (Verity Lambert)

Retake because of a technical problem with the camera, and because of a costume broke and had to be repaired.

\cont'd.

Overdue Records

FROM: ASSISTANT IN CHARGE, TELEVISION GRAMOPHONE LIBRARY. 3044 TC.

TO: Mr R.Martin :

DATE. 2.2.65

The records listed below were issued to you on the dates shown and are now overdue for return. Enquiries or requests for extensions should always quote the form number and should be made to -

RETURNS SECTION, ROOM 3044, T.C. (Extn.).

Would you kindly give this matter your earliest attention.

ISSUE DATE	FORM NO.	RECORD NO.	DETAILS(Where available)	SIGNATURE ON RECEIPT
31.12.64	TC 6 66	LD o66	Structures Sonores <i>extended to after 26/2/65 by phone 4/2/65</i>	

W. Grant Baines For Asst-in-Charge.

TO: PROPERTY AND
DRAPE REQUIREMENTS
PROPERTY MASTER
COPIES TO: STUDIO MANAGER
SCENE MASTER
DESIGNER
A.F.M.
PRES.

RECEIVED BY
PROP. MASTER

1	WINE (2)	✓	1	SALVAGE
2	STOCK	✓	10	SUPPLY
3	DRAPES		11	C/HAND T/C
4	CATERING		12	C/HAND
5	WARDROBE		13	PROP. MASTER
6	WORKSHOP	✓	14	INVESTIGATOR
7	P. CASH (2)	✓	15	JG
8	A.S.O.		16	FILE COPY

4-30 A.M.
3 12/65 P.M.

PRODUCTION

DATES AND STUDIOS

LEZS - M

DR WHO serial N	Filming	S	Telerecording & Experiments	S	Pro-Rehs & Setting	S	Transmission	S
ep.3 "Escape to Danger"			5.2.65.	R 1	5.2.65.	R 1	27.2.65.	
23/1/4/3375								
Designer: JOHN WOOD								
supp. page one								

PROPS ONLY

T/V Prod. Buyer deliver to:

on:

except as shown:

FIRST SUPPLEMENTARY PROP LIST

H	T/C	P/C	D	
Scene master				47. smoke gun (not same as item no.45)
LEZS				48. flash box for effect.
designer				49. large spider with body minimum 3" in specimen case
				50. wooden box with lid, supposed to be red, in which to contain item no.49. to take box 4"x4"x2"
special effects				51. 15' long Who-type flex for astral map, with plug on end.
special effects				52. socket to fix to set to fit plug on item no.51.
				53. three tubes containing very small pills or tablets which are to be taken.
AFM				54. bottle of theatrical solvent (make-up type) in bottle to be about 2"
				55. small packet of cotton wool
				56. hand mirror (for Ian to use in lab. area of Tardis)
				57. two 1lb packets of chocolate, in some anonymous type wrapping - not any usual type commercial wrapping or silver paper. if it is obtainable - white chocolate in transparent paper might be suitable

[AFM please send memo to Scene Master's office.]

DWS.

[Signature]
4/2/65

Signed

[Signature]
G. H. Chardet

Date

2.2.65.

TELEVISION RECORDING REQUEST

PART ONE

From: ASST. P.S.d. Tel. E.

(Producer)

Date: 3rd February 1965

To: Telerecording Clerk, Room 605B, Main Block T.C.

A. REQUEST FOR 35 mm RECORDING /TRANSFER

Production: (Delete as appropriate)

Date: With Sepmag } Delete as
Without Sepmag } appropriate

No: 25/ /.....
(To be filled in by
Telerecording Clerk)

B. REQUEST FOR 16 mm RECORDING

Production: Dr. who 'N' 1/6

Date: 13.2.65. With Sepmag } Delete as
Without Sepmag } appropriate

No: 16/4587...25751.....
(To be filled in by
Telerecording Clerk)

C. REQUEST FOR TAPE RECORDING /TRANSFER

Production: (Delete as appropriate)

Date: NOTE: The tape will be wiped within 24 hours of transmission/transfer
unless (a) instructed under 'K' below, or (b) a separate
request for retention is issued after transmission.

No: VT/ /.....
(To be filled in by
Telerecording Clerk)

D. SOURCE OF 35/16/Tape Recording/Transfer

: P as B

E. LENGTH OF PROGRAMME or NUMBER AND LENGTH OF INSERTS

:

F. RECORDING /TRANSFER TIME

: 1740-1815

G. REHEARSAL TIME

(To be filled in only when rehearsal of a tape insert is involved)

:

H. DATE AND TIME OF TRANSMISSION

:

I. CHARGE TO

(Applicable to 35/16 mm bookings only)

: 43781

K. SPECIAL INSTRUCTIONS

: Please record on full information system.

Signed: (Producer) (Organizer)

PART TWO

From: Telerecording Clerk:

To: (35/16 mm bookings) Organizer; Telerecording Manager; Telerecording Editor; Mr. Ivor Smith; Studio Bookings; Film Library;
Film Costing Dept; TEL. O & M.

(Tape bookings) Organizer; Mr. West; Telerecording Manager; Studio Bookings; Film Library; Mr. Ivor Smith;
TEL. O & M.

The above booking has been accepted as per details/amended details, shown in Part One.

(Signed) Date: 4.2.65

TELEVISION TECHNICAL OPERATIONS
BOOKING SHEET: CAMERA MOUNTINGS & MONITORS

From M. LEWIS Date 3-2-65
 To: Equipment Allocations Office. Accepted by Date 3 - FEB 1965
 Production DA WHO [N4] Project No. 23/1/4/3376
 Producer V. LAMBERT Studio R1 Date(s) 12-2-65
 Equipment Required at 0930 hours, on 12-2-65 (date) Crew 14 TMI/2 RW, MH

CAMERAS

No.	Mountings	Additional Staff (State function)	Additional Instructions
1	M/R CRANE	CATERPILLAR	ONE 50" LENS NOT AVAILABLE. TWO ANCONIBUX ZOOMS ✓
2	PEO (2)		
3	PEO (2)		
4	PEO		
5	CATERPILLAR N.I.		
6			

Mechanic required at 1000 hours, on 12-2-65 (date)

Riggers required for: Rigging at 0930 hours, on 12-2-65 (date)

" " : Derigging at 2200 hours, on 12-2-65 (date)

INLAY: Operator ~~is~~ not required.

MONITORS

Type	Qty.	Additional Instructions
Floor (Additional)		
Slung	<u>TWO</u>	
Hired		

Sweet

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'N': "RADIO TIMES" BILLINGS WEEKS 8-12

Mrs. D. Bliss through Miss Verity Lambert 4th February 1965

Would you kindly amend the billings for "Dr. Who"
Serial 'N' Episodes 2 and 3, to be transmitted on Saturdays,
20th and 27th February, as follows:

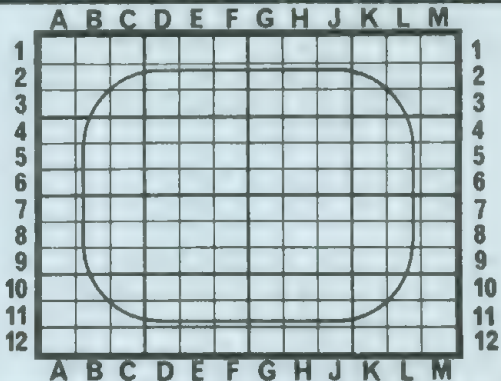
The Zarbi ~~10.00-10.15~~
(not Zarbi etc...
Operators)

I believe the billings for episodes 4-6 on 6th, 13th and
20th March have already been amended before reaching you.

John Russell
(for Richard Martin)

GRAPHICS 35mm TRANSPARENCIES ONLY

ORGANISER 3 PHOTOGRAPHERS 1 STUDIO MANAGER 1 DESIGNER 1

PRODUCTION	"DR. WHO" SERIAL '2' EPISODE 6		No: 23/1/4/3378
Studio	RIVERMIDE 1		
Filming	—		
Rehearsal	26/2/65: 10.30-7.00		
Recording	26/2/65: 8.30-9.45		
Transmission	20/3/65: 5.40-6.05		
PRODUCER	RICHARD MARTIN		
ASSISTANT	NORMAN STEWART	"	
DESIGNER	JOHN WOOD		

Will you please make the following telejector slides for us.
We should like them to be delivered to 501 WHITE HOUSE by
mid-day on Thursday, 24th February.

They should be in the usual style for "Dr. Who".

1. ~~THE CENTRE OF THE EARTH~~

2. written by
BILL STRUTTON

3. Next Episode
THE LION

4. Producer
VERITY LAMBERT

5. Directed by
RICHARD MARTIN
BBC tv

Signature for Richard Martin

Date 4th February 1965

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

PRODUCTION	"DR. WHO" SERIAL 'N' EPISODE 6		BBC	1	x2
Producer	RICHARD MARTIN		Ext.		
Assistant	NORMAN STEWART		Ext.	"	
Designer	JOHN WOOD		Ext.		
Filming	--	Studio Rehearsal	Friday, 26th February 65		
Project Number	45/1/4/25/3		10.30-7.05		
Transmission	Sat. 20th February 65: 5.40-6.05		Studio	Liv.1	

May we please have the following 12" x 9" captions, light on dark, as standby for the transparencies. We should like them to be delivered to LIVERPOOL 1 by 10.30 a.m. on Friday, 26th February 1965.

1. THE CENTRE OF ~~TELEON~~
2. Written by
BILL STRUTHER
3. Next episode
THE LION
4. Producer
VERITY LAMBERT
5. Directed by
RICHARD MARTIN
BBC tv

for Richard MartinSignature

4th February 1965Date

Received

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

PRODUCTION	"DR. WHO" SERIAL 'N' EPISODE 6		BBC	1	2
Producer	RICHARD WATKIN		Ext.		
Assistant	ROBERT JEWELL		Ext.	"	
Designer	JIMMY WOOD		Ext.		
Filming	--	Studio Rehearsal	Friday, 26th February 65 10.30-7.00		
Project Number	22/1/4/3370				
Transmission	Sat. 20th March 1965: 5.40-6.05		Studio	Liv.1	

May we please have a roller caption, light on dark, which we should like to be despatched to Liv.1 to be there by 10.30 a.m. on Friday, 26th February 1965.

Dr. Who
WILLIAM HARTNELL

Ian Chesterton
WILLIAM ROSSBELL

Barbara Wright
JACQUELINE HILL

Vicki
MAUREEN O'BRIEN

The Menoptra
Vrestin
ROSELYN DE WINTER

Hrostar
ARNE GORDON

Frapillus
JOLYON BOOTH

Hilio
MARTIN JARVIS

Hlynia
JOCELYN BIRDBALL

Optera Hetra
IAN THOMPSON

The Zarbi
ROBERT JEWELL
HUGH LUND
KEVIN MANDER
JACK PITT
JOHN SCOTT MARTIN
GERALD TAYLOR

Animus Voice

Continued Please

/cont....

Signature

Received

Date

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

	PRODUCTION	"DR. WHO" SERIES '65' - EPISODE 6		BBC	1	2	
	Producer			Ext.			
	Assistant			Ext.			
	Designer			Ext.			
	Filming		Studio Rehearsal				
	Project Number						
	Transmission			Studio			

- Page 2 -

Insect movement by
ROSLYN DE WINTER

Title music by RON GRAINGER
and the BBC Radiophonic Workshop

Film Cameraman
~~ALAN HARRIS~~

~~ALAN HARRIS~~
~~ALAN HARRIS~~

Costumes supervised by
DAFNE DARE

Make-up supervised by
SONIA MARKHAM

Lighting
RALPH WALTON

Sound
ALAN HARRIS

Story Editor
DENNIS SPOONER

Designer (1 frame)
JOHN WOOD

Signature for Richard Martin Date 4th February 1965		Received
--	--	----------

FROM: Design Manager

SUBJECT: DESIGN SHEET, WEEK 6, 1965.

Programmes marked * may have Designer credits.

Date	Programme BBC - 1	Classi- fication	Designer	Information Date	Prop. Date
Saturday 6.2.65.	TTP: Late Show		R. Berger	26.1.65.	29.1.65.
	LE:VTR: Roy Kinnear 6/6	A	M. Rea	18.1.65.	25.1.65. *
	SCH:VTR:Making Music - 4	D	SCH	27.1.65.	1.2.65.
	OBS: Grandstand		E. Swiderska (Sdu)	27.1.65.	1.2.65.
	LE: Juke Box Jury		E. Swiderska (Sdu)	27.1.65.	1.2.65.
	RB:VTR: Viewpoint		A. Ruddy (Sdu)	21.1.65.	28.1.65.
Sunday 7 65.	ESR:VTR: Sherlock Holmes 8/12	A+	R. Oxley	13.1.65.	24.1.65. *
	TTP: Late Show		R. Berger	26.1.65.	29.1.65.
	LE:VTR:Marriage Lines 7/7	B	J. Oman	18.1.65.	25.1.65. *
	TP:VTR: Monitor	D	N. James(Sdu)	27.1.65.	1.2.65.
	LE:VTR:Black & White Minstrels	A	L. Radford	18.1.65.	25.1.65. *
	OB: London:VTR: Seeing and Believing		M. Soames (Sdu)	21.1.65.	28.1.65.
Monday 8.2.65.	LE: VTR: Dixon of Dock Green 23	A	A. Spriggs	13.1.65.	24.1.65. *
	SCH:VTR: MerryGoRound	D	SCH	27.1.65.	1.2.65.
	TPA: Panorama		D. Jones(Sdu)	27.1.65.	1.2.65.
	TTP: Tonight		R. Andrews	27.1.65.	1.2.65.
	OBE: Come Dancing		M. Soames (Sdu)	27.1.65.	1.2.65.
	OB: LONDON: VTR: Adult Education - Biology		E. Swiderska (Sdu)	21.1.65.	28.1.65.
Tuesday 9.2.65.	TM:VTR: Tito Gobbi 3/4	A	M. Taylor	11.1.65.	21.1.65. *
	DSL: Compact 324	B	D. Shortman	14.1.65.	26.1.65. *
	OB: London: VTR: Adult Education		E. Swiderska (Sdu)	21.1.65.	28.1.65.
	FP: VTR: Blue Peter	D	G. Howard	27.1.65.	3.2.65.
	TTP: Tonight		R. Andrews	28.1.65.	2.2.65.
Wednesday 10.2.65.	DSL:VTR: Compact 325	B	D. Shortman	15.1.65.	26.1.65. *
	DSR: Z Cars	A+	S. Morris	14.1.65.	27.1.65. *
	DP: VTR: Centre Stage	A+	R. Scott	6.1.65.	20.1.65. *
	SCH: VTR: Television Club	D	SCH	29.1.65.	3.2.65.
	OBS: SportsvieW		J. Burrowes (Sdu)	29.1.65.	3.2.65.
	TTP: Tonight		R. Andrews	29.1.65.	3.2.65.
	LE: VTR: Crackerjack	C	J. Hurst	29.1.65.	3.2.65. *
	Staff Training		G. Toms	29.1.65.	3.2.65.

Date	Production	Classi- fication	Designer	Information Date	Prop. Date
Thursday 11.2.65.	TM:VTR: Tito Gobbi 4/4	A	M. Taylor	13.1.65.	25.1.65. *
	SCH: VTR: Spotlight	D	SCH	1.2.65.	4.2.65.
	TPA: Gallery		D. Jones(Sdu)	1.2.65.	4.2.65.
	TTP: Tonight		R. Andrews	1.2.65.	4.2.65.
	RB:VTR: Easter Talks		M. Soames (SDU)	20.1.65.	26.1.65.
	TF:VTR: Sky at Night		A. Ruddy (SDU)	1.2.65	4.2.65.
	Staff Training		G. Toms	1.2.65.	4.2.65.
Friday 12.2.65.	TTP: VTR: Hugh & I 8/13	B	M. Young	22.1.65.	29.1.65. *
	SCH: (A) VTR: German - Komm Mit	D	SCH	2.2.65.	5.2.65.
	FP: VTR: Blue Peter		G. Howard	28.1.65.	4.2.65.
	FP: Tonight		R. Andrews	2.2.65.	5.2.65.
	Best of Tonight Linking		R. Andrews	2.2.65.	5.2.65.
	OBFS: VTR: Science of Man		G. Preston (Sdu)	2.2.65.	5.2.65.
	DSL: VTR: Dr. Who (N) 4/6	A	J.Wood	11.1.65.	25.1.65.*
	TTP: Late Show	B	D. Blake	2.2.65.	5.2.65.
	LE: Kathy Kirby Show	A	M. Cornish	20.1.65.	28.1.65.

Date	Production BBC - 1	Classi- fication	Designer	Information Date	Prop. Date.
	FILMING -- BBC 1				
Mon 8.2.	Dr. Who			13.1.65.	25.1.65.
Mon 8.2.	Walrus			20.1.65.	28.1.65.
Mon-Fri 8-12.2.	Documentaries (Loc)			20.1.65.	28.1.65.
Mon-Fri 8-12.2.	Gallery (Loc)			20.1.65.	28.1.65.
Mon-Fri 8-12.2.	Not So Much A Programme (Loc)			20.1.65.	28.1.65.
Mon-Fri 8-12.2.	Z Cars (Loc)			20.1.65.	28.1.65.
Mon/Tues 8/9.2.	Tea Party (Stage 38)			20.1.65.	28.1.65.
Mon/Tues 8/9.2.	Sherlock Holmes (Loc)			20.1.65.	28.1.65.
Mon 8.2.	Hugh & I (Loc)			20.1.65.	28.1.65.
Mon 8.2.	Sheila Hancock (Stage 2)			20.1.65.	28.1.65.
Tues/Wed 9/10.2.	Dixon of Dock Green (Loc)			21.1.65.	29.1.65.
Mon-Fri -12.2	French Eyes on the Future Loc			20.1.65.	28.1.65.
Tu 9.2.65.	Meeting Point Marx (Loc)			21.1.65.	29.1.65.
Wed 10.8.	Blue Peter			22.1.65.	1.2.65.
Mon-Fri 8-12.2.	And did Those Feet (Night Loc)			20.1.65.	28.1.65.

Date	Production SBC - 2	Classi- fication	Designer	Information Date	Prop. Date.
Saturday 6.2.65.	LE: VTR:	A+	K. Norman	8.1.65.	20.1.65. *
	LE:VTR: Night Train to Surbiton 5/6	A	R. Hunt	18.1.65.	25.1.65. *
	OB:London VTR:Football Match of the Day		J. Bould	21.1.65.	28.1.65.
Sunday 7.2.65.	TM: VTR: Muses With Milligan		J. Steele(Sdu)	27.1.65.	1.2.65.
	OBFS: VTR: Medicine Today	B	A. Anson	21.1.65.	28.1.65.*
	OB: London:VTR: Jazz 625		C. Pemsel(Sdu)	21.1.65.	28.1.65.
Monday 8.2.65.	TPA: VTR: Tuesday Term - Arab World - 1/8	B	A.H. Craig (Sdu)	18.1.65.	25.1.65. *
Tuesday 9.2.65.	TPA: VTR: Enquiry		J. Weatherup (Sdu)	27.1.65.	1.2.65.
	LE: VTR: Pick The Winner -2	D	N. Vertigan (Sdu)	27.1.65.	1.2.65.
	DP: VTR:	A+	R. Henry	6.1.65.	20.1.65.*
	FP:VTR: Play School - 2	D	G. Kirkland	25.1.65.	29.1.65.
	OB:London:VTR: Time Out		C. Pemsel(Sdu)	22.1.65.	29.1.65.
Wednesday 10.2.65.	TPA:VTR: Encounter		J. Weatherup (Sdu)	29.1.65.	3.2.65.
	FP:VTR: Play School - 2		G. Kirkland	25.1.65.	29.1.65.
	OB:London:VTR: Wheelbase		C. Pemsel(Sdu)	25.1.65.	1.2.65.
Thursday 11.2.65.	OBFS: Time Out/Wheelbase	D	C. Pemsel(Sdu)	1.2.65.	4.2.65.
	LE: VTR: Beat Room	D	J.Steele (Sdu)	1.2.65.	4.2.65.
	TM:VTR: Workshop	B	G.Preston(Sdu)	21.1.65.	28.1.65.*
	FP:VTR: Play School Stories		G. Kirkland	25.1.65.	29.1.65.
Friday 12.2.65.	TF: Tues Term: VTR: Economics In Business	D	A. Ruddy(Sdu)	2.2.65.	5.2.65.

Date	Production BBC - 2	Classification	Designer	Information Date	Prop. Date.
	<u>FILMING - BBC - 2</u>				
Mon-Fri 8-12.2	Encounter/Enquiry (Loc)			20.1.65.	28.1.65.
Sat-Fri 6-12.2.	Footprints (Loc)			20.1.65.	28.1.65.
Sat-Fri 6-12.2	Inside America (Loc)			20.1.65.	28.1.65.
Mon/Tues 8/9.2.	Theatre 625 (Loc)			20.1.65.	28.1.65.
Mon 8.2	Situation Comedy (Stage 34)			20.1.65.	28.1.65.
W -Fri 8-12.2	Time Out (Loc)			20.1.65.	28.1.65.
Mon-Fri 8-12.2	Horizon (Loc)			20.1.65.	28.1.65.
Thur/Fri 11/12.2.	Play School (Loc)			25.1.65.	2.2.65.

Richard Martin, 501 Union House. PABX

TRAILER FOR "DR. WHO" SERIAL 'N'

Miss Verity Herbert

8th February 1965

To whom it may concern, and you might as well get an ear full as anyone else.

I thought the long shots in the trailer last Saturday sold the programme short. I now feel like a conjurer about to do an elaborate 2½ hour trick when all the audience know the secrets already. I would gratefully, in future, supervise any such trailer to make sure that certain similar shots do not occur.

(Richard Martin)

From: **Verity Lambert**..... (Producer)

8th February, 1965.....(Date)

Subject: RETENTION OF TAPE AFTER TRANSMISSION

To: Asst. S.Tel.E. Videotape, Rm 2132 T.C., thru' **Mr. T. Cook.**..... (Organiser)
(2 copies)

Copy: ~~Recording Clk., Rm 6058 T.C.~~

Programme/Insert **Dr. Who, Serial N, Episode 1. (23/1/4/3373)**.....

being taped on **22nd January, 1965**..... Tape No. VT | **4T** | **25751**.....

for transmission on **13th February, 1965**.....

must be retained longer than 24 hours after transmission because:

of possible repeat.

Please therefore hold the tape until **further notice.**..... (a precise date should be given)

I understand it will then be wiped within 24 hours.

(Signed) *E. Perkins* for Verity Lambert.

Request noted by Asst. S.Tel.E. Videotape on **11.2.65**.....
and this form returned

To: (Producer) through *m. H. O.*..... (Org.)

Copy:

File.

From: Verity Lambert (Producer)

8th February, 1965 (Date)

Subject: RETENTION OF TAPE AFTER TRANSMISSION

To: Asst. S.Tel.E. Videotape, Rm 2132 T.C., thru' Mr. T. Cook (Organiser)
(2 copies)

Copy: ~~Recording Clerk, Rm 6036 T.C.~~

Programme/Insert Dr. Who, Serial N, Episode 2. (23/1/4/3374)

being taped on 29th January, 1965 Tape No. VT | 4T | 26040

for transmission on 20th February, 1965

must be retained longer than 24 hours after transmission because:

of possible repeat.

Please therefore hold the tape until further notice. (a precise date should be given)

I understand it will then be wiped within 24 hours.

(Signed) E. Perkins
for Verity Lambert.

Request noted by Asst. S.Tel.E. Videotape on 11.2.65
and this form returned

To: (Producer) through (Org.)

Copy:

File.

From:**Vanity Lambert**..... (Producer)

.....**8th February, 1965**..... (Date)

Subject: RETENTION OF TAPE AFTER TRANSMISSION

To: Asst. S.Tel.E. Videotape, Rm 2132 T.C., thru'**Mr. T. Cook**..... (Organiser)
(2 copies)

Copy: ~~Recording Clerk, Rm 6056 T.C.~~

Programme/Insert**Dr. Who, Serial N, Episode 3. (23/1/4/3375)**.....

being taped on**5th February, 1965**..... Tape No. VT | **4T** | **26052**.....

for transmission on**27th February, 1965**.....

must be retained longer than 24 hours after transmission because:

of possible repeat.

Please therefore hold the tape until**further notice.**..... (a precise date should be given)

I understand it will then be wiped within 24 hours.

(Signed) **E. Perkins**
for Vanity Lambert.

Request noted by Asst. S.Tel.E. Videotape on**11.2.65**.....
and this form returned

To: (Producer) through (Org.)

Copy:

File.

Verity Lambert, 505 Union.

Ext.

TRAILER, DR. WHO, SERIAL N.

Mr. Richard Martin.

8th February 1965.

Your point about the long shots in the trailer is well taken; I must take the responsibility for the way in which the serial was promoted. This was done with the specific purpose of taking the curse out of the Zarbis. However, I do agree with you about the long shots, although I don't think that this will do as much harm as you envisage.

(Verity Lambert)

RECEIVED
XXXXXXXXXXXX

RECEIVED
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
2100

5/2, 1965

XXXXXXXXXX

"DR. WHO" SERIAL 'M' MP.3
Riverside 1 (23/1/4/3375)

VT/4T/26052

(to be transmitted on
Saturday, 27th February 65
1740-1805)

VERITY LAMBERT
DIRECTED BY RICHARD MARTIN

Dr. Who WILLIAM HARTNELL
Ian Chesterton .. WILLIAM RUSSELL
Vicki MAUREEN O'BRIEN
Trestin ROSELYN DE VILLER
The Zarbi ROBERT J. JONES
HUGH LUND
KEVIN MANSER
JACK PITT
JOHN SCOTT MARTIN
GERALD TAYLOR
Animus Voice CATHERINE FLEMING

Copies to:

H.Serials D. Tel.
Org. Serials D. Tel.
Miss Verity Lambert
Tv. Enterprises (3)
Mr. Gaffery, Copyright
City Office
File

ROSELYN DE VILLER appeared in one film sequence

SETS: Ext. Planet Vertis : Int. Tardis
Ext. Cave : Int. Cave : Int. Zarbi H.Q.
DESIGNER: John Wood

AUTHOR Bill Strutton
SERIES UNDER LONG- Jacqueline Hill
TERM CONTRACT NOT
ARRANGING IN ST.
SERIES TELEVISION John Lura

XXXX

39 feet 5 feet
opening
title
31 feet
trailer
from Ep.2

ON FILM (specially dubbed)

Don Grainer and Opening titles the BBC Radio- phonic Workshop	Don Grainer	25
---	-------------	----

ON TAPE

Don Grainer as above	Closing titles Don Grainer	43
-------------------------	----------------------------	----

Barbara Carroll
for Richard Martin

8th February 1965

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'N' EPISODE 3 (23/1/4/3375)

Miss Pauline Mansfield-Clark

8th February 1965

The only artists due for overtime in excess of the amount allowed for in their contracts are WILLIAM HARTNELL, WILLIAM RUSSELL, MAUREEN O'BRIEN, who rehearsed from 10.30-1.30, 2.30-7.30 and 8.30-9.00 last Friday, 5th February.

Just a reminder that JACQUELINE HILL did not take part in this episode, so is not due for any overtime.

A handwritten signature in dark ink, appearing to read 'William Russell', with a horizontal line drawn underneath the name.

(for Richard Martin)

DR. WHO: THE CRATER OF NEEDLES

DRAPE REQUIREMENTS

DR. WHO: THE CRATER OF NEEDLES

CLIP TO: BUILDING MANAGER
JOHN WOOD
DESIGNER
A.S.H.
P.R.S.

PROP. MASTER

245
9/12/65

10	SUPPLY
11	QUANTITY
12	QUANTITY
13	QUANTITY
14	QUANTITY
15	QUANTITY
16	FILE COPY

PRODUCTION

DATES AND STUDIOS

DR WHO serial N.	Time	S	Interpreting & Experiments	S	Pre-Production	S	Transmission	S
epo4 "The Crater of Needles"			12.2.65.	R	12.2.65	R	6.3.65.	
23/1/4/3376				1				
Designer:								
JOHN WOOD								
Supp. page one								

PRODUCTION

TV Prod. Dept. Reports to:

DATE

except as shown:

H/T/C/P/C/D

FIRST SUPPLEMENTARY PROP LIST

January 11/2/65

Dressings for set

23. seaweed to cover area 480 sq.ft.
24. twenty sacks sawdust (not to be opened)
25. 40 sandbags of sawdust (" " ")
26. thirty-five sacks dark sawdust (to be opened)
27. six sacks cinders
28. six sacks peat (two tones)
29. four bags Fullers earth
30. a quantity of spinelake reeds (1'6" - 3')
31. selected length of ivy branch
32. quantity of old mans' beard
33. one pair 20' black drapes, 10 ft.drop
34. three pairs 10' black drapes, 10' drop
35. one dozen polythene bags, approx 15" square.
36. six large pieces jabolite to represent stones in optera nest (see des.) DW
37. Dr.Who's walking stick
38. twelve pieces of Larca Bread or something to represent, fully packed to eat - dark honey cake or ginger cake
39. spider in specimen case and red box as used in ep. 3 last week.
40. please book Kirby to fly one menoptra in studio

DRAPE

DRAPE

John Wood

9/12/65

8.2.65

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

PRODUCTION	"D.R. WHO" Series 'A' eps. 4 & 5		BBC	1	2
Producer	RICHARD MARTIN		Ext.		
Assistant	ROSEMARY GIBSON		Ext.		
Designer	JOHN HARRIS		Ext.		
Filming	--	Studio Rehearsal	Fri. 12th Feb.		
Project Number	23.1/4/5375-7		Fri. 19th Feb. 10.30-7.00 p.m.		
Transmission	Weds. 6th & 13th March: 5.40-6.00		Studio	iv.1	

Could you please make the following amendments to our previous requisitions for episodes 4 and 5 of "Dr. Who" serial 'A', dated 12th and 21st January respectively.

EPISODE 4 - Toller Caption: Change 'Zarbi Operators' to 'The Zarbi'

Amend spelling of Film Editor to
GITTA ZADEK

EPISODE 5 - 12" x 9" standby caption: Change Caption No.3 from
Next Episode
CENTRE OF TERROR
to Next Episode
THE CENTRE
Change 'Zarbi Operators'
to 'The Zarbi'

Thank you.

for Richard Martin Signature

6th February 1965 Date

Received

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

PRODUCTION	"ST. WILF" SERIAL '10' Ep.4		BBC	1	2	
Producer	RICHARD MARTIN		Ext.			
Assistant	NORMAN STEWART		Ext.			
Designer	JOHN WOOD		Ext.			
Filming	--	Studio Rehearsal	Friday, 12th Feb. 65 10.00-7.00			
Project Number	23/1/4/3376					
Transmission	Sat. 6th March 65: 5.40 - 6.05		Studio	div.1		

Will you please make a 12" x 9" caption (light on dark) from a photograph of the telephone box that was taken in Riverside 1 last Friday, 5th February. We shall need the caption in Riverside 1 next Friday, 12th February, by 10.30 a.m.

for Richard Martin

Signature

Received

8th February 1965

Date

Richard Martin, 501 Union House. FAXX

LENS FILTERS FOR 400. 500" SERIAL 'N' 8th February 1965

Mr. Douglas Hair through Miss Verity Lambert

Copy to Mr. John Wood

Would you please obtain for us a further six of the
lens (zoom lens type) filters, such as we have been using
for the first three episodes of this serial.

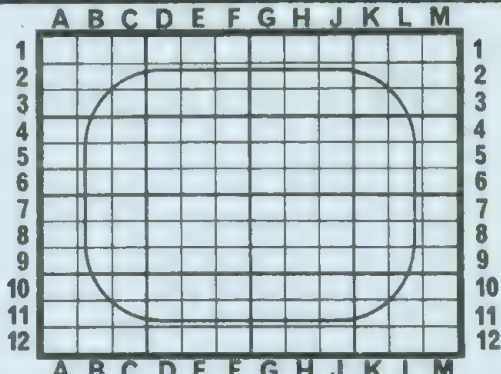
Due to accidents, our stocks are somewhat depleted,
and we shall need these replacements by next Friday, 12th February

The charge should be debitted to Episode 9 (25/1/4/1977),
and should be covered by the Special Effects D.D.S.S. already
forwarded for this programme.

Richard Martin
(for Richard Martin)

GRAPHICS 35mm TRANSPARENCIES ONLY

ORGANISER 3 PHOTOGRAPHERS 1 STUDIO MANAGER 1 DESIGNER 1

PRODUCTION	"DR. WHO" SERIAL 'N' EP.5		No: 23/1/4/3377	
Studio	RIVERSIDE 1			
Filming	—			
Rehearsal	19/2/65: 10.30-7.00			
Recording	19/2/65: 8.30-9.45			
Transmission	13/3/65: 5.40-6.05			
PRODUCER	RICHARD MARTIN			
ASSISTANT	NORMAN STEWART	"		
DESIGNER	JOHN WOOD			

With reference to our requisition dated 21st January 1965,
would you kindly amend slide number 3 to read as follows:

Next Episode
THE CENTRE

Signature for Richard Martin

Date 8th February 1965

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

PRODUCTION	DR. WHO SERIAL '3' eps. 4 & 5		BBC	1	2
Producer	RICHARD MARTIN		Ext.		
Assistant	ADRIAN STEWART		Ext.		
Designer	JOHN WOOD		Ext.		
Filming	--	Studio Rehearsal	Fri. 12th Feb.		
Project Number	23/1/4/1176-7		Fri. 19th Feb. 10.30-7.00 p.m.		
Transmission	Sat. 5th & 11th March: 5.40-6.05		Studio	Liv.1	

Could you please make the following amendments to our previous requisitions for episodes 4 and 5 of 'Dr. Who' Serial '3', dated 14th and 11st January respectively.

Episode 4 - Roller Caption: Change 'Zarbi Operators' to 'The Zarbi'

Amend spelling of Film Editor to
GITTA ZADEK

EPISODE 5 - 12" x 9" standby caption:

Change Caption No.3 from
Next Episode
CENTRE OF TERROR

to Next Episode
THE CENTRE

Change 'Zarbi Operators'
to 'The Zarbi'

Thank you.

for Richard Martin

Signature

Received

8th February 1965

Date

From: Richard Martin, 501 Union House. PABX
Subject: DRESSING ROOMS: "DR. WHO" SERIAL 'N' EP.5 (23/1/4/3377)
To: Miss Kathleen Knight, Studio Bookings. 8th February 1965

"Dr. Who" Serial 'N' Episode 5 will be in Riverside 1 on Friday, 19th February. Would you please allocate dressing rooms to the following artists:

WILLIAM HARTNELL
WILLIAM RUSSELL
JACQUELINE HILL
MAUREEN O'BRIEN
ROSLYN DE WINTER }
JOCELYN BIRDSALL }
ARNE GORDON)
JOLYON BOOTH)
MARTIN JARVIS }
IAN THOMPSON }
BARBARA JOSS ✓
ROBERT JEWELL }
GERALD TAYLOR }
KEVIN MANSER }
JOHN SCOTT MARTIN }
JACK PITT }
HUGH LUND }
Walk-ons: LEO GUNN }
 KEN MCGARVY }
 JANE BOWMAN

Many thanks.

Barbara Cannell
(for Richard Martin)

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'N' EP.6 - WEEK 12, SATURDAY, 20TH MARCH

Mrs. D. Bliss

8th February 1965

Copy to Miss Verity Lambert

Would you please amend the title of the episode of
"Dr. Who" to be transmitted on Saturday, 20th March, from
'Centre of Terror' to 'The Centre'.

Thank you.

Barbara Cannell

(for Richard Martin)

REWRITES

Mr. Richard Martin.

9th February, 1965

I am very concerned about the amount of line changing that is going on during rehearsal of Dr. Who scripts. I am not against rewrites, particularly if they improve the finished product. If, however, artists are continually changing lines purely because they can't remember what they are supposed to be saying this does not end up as an improvement. I feel that it is your responsibility as a Director to exercise control over this.

We have a reading on Wednesdays, at which major points should come up. Odd line changes should take place on the Monday when you are blocking the show. By the Monday evening, save in exceptional circumstances, the script should be set and no changes should be made after that time. In this way the artists have a chance of learning their lines and going into the studio in control of the situation. If you allow them to keep on changing lines they will do so, and we have nobody but ourselves to blame if they don't know the script. As you know, Dennis is always available to come down to rehearsal for rewrites, and if you do have major problems of course he can come after the Monday, but in general all script changes should be made by Monday evening.

This note is for you to act on as you think fit, but I would strongly advise against making any kind of general announcement of its contents to the cast; as you know already, this only causes unpleasantness. I suggest possibly trying to have a chat with Bill on his own if you find it difficult to stop the constant changing in rehearsal.

If you would like to discuss this with me, or if you would like me to put the point to Bill, I would be delighted to do so!

(Verity Lambert)

TELEVISION RECORDING REQUEST

PART ONE

From: Anst. P.S.D. Tel. R.

(Producer)

Dated...9th February 1965...

To: Telerecording Clerk, Room 6058, Main Block T.C.

A. REQUEST FOR 35 mm RECORDING/TRANSFER

Production: (Delete as appropriate)

Date:

With Sepmag } Delete as
Without Sepmag } appropriate

No: 15/ /.....
(To be filled in by
Telerecording Clerk)

B. REQUEST FOR 16 mm RECORDING

Production: Dr. who 'N' 2/6

Date: 21.2.65. With Sepmag Direct Position } Delete as
Without Sepmag Negative Positive } appropriate

No: 16/ 4ENP-26000.....
(To be filled in by
Telerecording Clerk)

C. REQUEST FOR TAPE RECORDING/TRANSFER

Production: (Delete as appropriate)

Date:

NOTE: The tape will be wiped within 24 hours of transmission/transfer
unless (a) instructed under 'K' below, or (b) a separate
request for retention is issued after transmission.

No: VT/ /.....
(To be filled in by
Telerecording Clerk)

D. SOURCE OF 35/16/Tape Recording/Transfer

(Delete as appropriate)

: 2 as B

E. LENGTH OF PROGRAMME or NUMBER AND LENGTH OF INSERTS

:

F. RECORDING/TRANSFER TIME

(Delete as appropriate)

: 1740-1805

G. REHEARSAL TIME

(To be filled in only when rehearsal of a tape insert is involved)

:

H. DATE AND TIME OF TRANSMISSION

: -

I. CHARGE TO

(Applicable to 35/16 mm bookings only)

: 43201

K. SPECIAL INSTRUCTIONS

: Please record on full information system.

Signed.....(Producer) *h. l. R. Roberts*.....(Organizer)

PART TWO

From: Telerecording Clerk,

To: (35/16 mm bookings) Organizer; Telerecording Manager; Telerecording Editor; Mr. Ivor Smith; Studio Bookings; Film Library;
Film Costing Dept; TEL. O & M.....

(Tape bookings) Organizer; Mr. West; Telerecording Manager; Studio Bookings; Film Library; Mr. Ivor Smith;
TEL. O & M.....

The above booking has been accepted as per details/amended details, shown in Part One.

(Signed) *Yeredap* Date: 10.2.65

Asst. Design Manager

Dr. Who (series N.) Designer John Wood.

Olive Mann

c.c. Harry Learoyd
Verity Lambert

Please see the following breakdown of man hours so far,

Week	1	Filming	Allocation	500	Estimated	697
"	3	Episode 1	"	500	"	405
"	4	"	2	500	"	800
"	5	"	3	500	"	189
"	6	"	4	500	"	656
"	7	"	5	500	"	684
"	8	"	6	500		
				<hr/> 3,500		<hr/> 3,431
				=====		=====

This will leave only 70 man hours for Episode 6. I estimate that this episode will require at least 350 man hours and consequently an additional 280 man hours will need to be added to the series allocation.

By the very nature of the locale, the design for this series is very demanding.

9th February, 1965
HKS

(Harry Smith)

Miss Verity Lambert, 505 Union House.

Ext.

DR. WHO RECORDING, FRIDAY, 5TH FEBRUARY

9 Feb. 65.

Mr. T. Cook, 405 Threshold.

We were not able to start rehearsal until 11.10 am on the Friday morning. This was because two sets had not arrived in the studio. They were the Vortis landscape, which is a 60 ft. run of flatage, and the lab. area for the Tardis, which is a 30 ft. run of flatage. On top of this the floor for the Zarbi headquarters wasn't painted.

Apart from the delay in camera rehearsal this mostly affected lighting, since the Lighting Supervisor was only able to roughly set the existing set, which was the Zarbi headquarters, by 11.00 o'clock. He had to continue lighting the Tardis and the landscape during the morning camera rehearsal. Because of this there was constant noise in the studio, and the Lighting Supervisor was not really able to bring his attention to bear on any picture until our first run through. This meant that he was correcting lighting right up until transmission. It also meant that we were actually setting up lights during recording because there was no time in the rehearsal period to correct certain faults. We were consequently late all through the day and went into recording under rehearsed.

It seems a pity that on the one day when we had half an hour extra rehearsal that we should have to lose 40 minutes of rehearsal time, and that the rehearsal should be affected in this way. This, of course, was partially responsible for the difficulties we had in recording. These are listed separately on the attached memo.

(Verity Lambert)

DR. WHO - RECORDING

9 Feb. 68.

Mr. T. Cook, 405 Threshold.

As you know, we went 37 minutes over our allotted recording time on the above programme. Herewith the pertinent pointers:

1. We were offered by the TOM a quarter of an hour line up time to continue rehearsal of a particularly complicated sequence after supper; we naturally took advantage of this. Unfortunately this didn't give the floor assistant enough time to get the Zarbi into costume. We therefore started recording at 9.10 pm. instead of 9.00 pm.
2. The reasons for the retakes you will find from the PA's Log.

(attached copy)

NB

Between the 4th and 5th retake there was an 18 minute break. This was due to the fact that there was a fault on one camera which was affecting the signal to the recording machines. Due to a misunderstanding between myself and the TOM it was not clear exactly what the problem was or if, up to that point, we had recorded anything acceptable on tape at all. After a considerable delay I spoke to the VT Supervisor, and the Director and I agreed to continue the recording without camera 5. This led to another short delay while shots were reshuffled.

This delay considerably affected the atmosphere in the Studio. The artists were extremely nervous and we had to do one retake because of an actor's fluff. We also had a short delay in recording because we had to set extra lights. This was unrehearsed and was due to the fact that the Lighting Supervisor, because of the delays mentioned in my previous memo, hadn't had time during the day to sort this properly. On top of this two of the specially

/contd. ,,,....

Mr. T. Cook, 405 Threshold.

Mr. T. Cook, 405 Threshold.

made filters that were being used for interior shots broke during the recording and had to be replaced. This was done very quickly and efficiently but nevertheless caused two short delays.

1. The first delay was caused by the fact that the filters were broken during the recording and had to be replaced. This was done very quickly and efficiently but nevertheless caused two short delays.

2. The second delay was caused by the fact that the filters were broken during the recording and had to be replaced. This was done very quickly and efficiently but nevertheless caused two short delays.

(Verity Lambert)

MB

Between the 1st and 2nd takes there was an 18 minute delay. This was due to the fact that the filters were broken during the recording and had to be replaced. This was done very quickly and efficiently but nevertheless caused two short delays.

The delay was caused by the fact that the filters were broken during the recording and had to be replaced. This was done very quickly and efficiently but nevertheless caused two short delays.

Between the 1st and 2nd takes there was an 18 minute delay. This was due to the fact that the filters were broken during the recording and had to be replaced. This was done very quickly and efficiently but nevertheless caused two short delays.

.....\contd.

From: Asst. to Head of Studio Management, Television(I) 4036, T.C. Ext.

Subject: SCENIC PROJECTION

9th February 1965

To: Richard Martin

Copy to: Mr. Alf Davis, 269, T.C.
Mr. Bill Milburne
Studio Foreman Electrician
House Engineer, Ealing
Mr. Terry Hunt, A.7, Ealing
Scene Master (2)
Studio Maintenance Elec. C/H, Riv.

This confirms your booking of B.P. equipment for the following programme:-

PROGRAMME: "DR. WHO"

DATE: Friday, 12th February 1965

STUDIO: R.1.

TYPE OF B.P.: 1 Still B.P. Machine

12' x 10' Screen

ZFM

(Peter Higzell)

Richard Martin, 501 Union House. PABX

"DR. BHO" SERIAL 'N' EPISODE 4 (23/1/4/3376)

Mr. Hugh Tosh

9th February 1965

When Miss Joan Williams came to Riverside 1 last Friday, she took a photograph of the telephone box. Can this be made into a 12" x 9" caption, light and dark, and sent to Riverside 1 by 10.30 a.m. next Friday, 12th February.

Many thanks.

Barbara Connell

(for Richard Martin)

TELEVISION TECHNICAL OPERATIONS

BOOKING SHEET: CAMERA MOUNTINGS & MONITORS

From M. LEWIS Date 9TH FEB 65
 To: Equipment Allocations Office. Accepted by X Date 10 FEB 1965
 Production DR WHO [NS] Project No. _____
 Producer V LAMBERT Studio R1 Date(s) 19TH FEB. '65
 Equipment Required at 0930 hours, on 19TH FEB. (date) Crew 14 TMI/2 RW, ML

CAMERAS

No.	Mountings	Additional Staff (State function)	Additional Instructions
1	M/R <u>original</u>	<u>CAMERAMAN</u>	<u>TILT LENS (ROTATING SINGLE PRISM & PLATE)</u> <u>TWO ZOOM MK III LENSES.</u> <u>AMPEX CLOCK.</u> <u>TELESTECTOR MACHINE.</u>
2	PED ✓ (2)		
3	PED ✓ (2)		
4	PED ✓		
5	PED ✓		
6			

Mechanic required at 0930 hours, on 19TH FEB (date)

Riggers required for: Rigging at 0930 hours, on 19TH FEB (date)

" " : Derigging at 2200 hours, on 19TH FEB (date)

INLAY: Operator ☒ is not/required.

MONITORS

Type	Qty.	Additional Instructions
Floor (Additional)		
Slung	<u>Two</u>	
Hired		

Janet

FROM: RICHARD MARTIN (PRODUCER)

FOR: PLAIN MASTER LBS (1)

TO: PROPERTY MASTER
SCENE MASTER
DESIGNER
A.F.M.
PRES.

RECEIVED BY
PLAIN MASTER

A.M.
P.M.

2-45

11/2/65

due 2-2-65

1	PROPERTY MASTER	11	CHAND T/C
2	SCENE MASTER	12	C/HAND
3	DESIGNER	13	PROP. MASTER
4	CATERING	14	INVESTIGATOR
5	WASHING	15	JG
6	WORKSHOP	16	FILE COPY
7	R. CASH (S)		
8	A.S.O.		

PRODUCTION

DATES AND STUDIOS H/E ELECS

DR WHO serial N
ep. 5 "Invasion"

23/1/4/3377

Designer:

JOHN WOOD

page one

Filming

S

Tele-recording
& Experiments

S

Pre-Tests
& Scheduling

S

Translation

S

19.2.65.

R

1

19.2.65.

R

1

13.3.65.

PLAIN ONLY

T/V Prod. Buyer deliver to:

R IV

on:

18/2/65 except as stated

PLAIN ONLY

1. four Zarbi outfits

2. two Zarbi guns

3. four gold wishbone necklets

4. six spade spears - ~~see des.~~

5. six Menoptra guns

6. web centre destructor - ~~see des.~~

7. spider in specimen game and red box (as used previously)

8. four Burco boilers

9. twenty-four bags dry ice

10. three pairs gloves with which to handle dry ice

11. smoke gun

12. astral map

13. a quantity of loose rocks - ~~see des.~~

14. water and water hose - see des.

14A. TARPULIN 6'X6' (can be folded over)

special effects

Designer's property

PLAIN ONLY
Scene master

Scene master

Scene master

scenery

scenery

H/E

John Wood Project Date 10.2.65

FROM:

Over Supervision

2245 P.M.

DATE

SUBJECT: MAINTENANCE BRANCH CAMERA

Date:

10th February 1965

TO:

Mr. Martin.

Copy to S.S.P. Tel. E. Engineering Control Room 2245 P.M.

H. Lewis.

PLEASE NOTE that your camera for a 5 m. camera in Studio R.1. is 19/2/65
is granted, but it is noted that the use of the maintenance spare camera. The use of
the spare camera is agreed in the understanding that in the event of the failure
of the one camera during transmission, the programme will carry on with one less
camera without going into production trouble. If your programme is not being
transmitted live, but only being recorded, you may delay the programme for up to
15 minutes in order to effect repairs. This time must be deducted from the
total budgeted broadcasting time. No additional broadcasting time will be made
available on account of the breakdown.

C.D. Bard

(T.J. Clarkson)

MAKE-UP AND WARDROBE COSTS

From: RICHARD MARTIN (Producer) 501 Union House.

Title of Programme "DR. WHO" SERIAL 'I' EP.6
(23/1/4/3378)

Studio 337.

Transmission date	20.3.65	from	5.40	to	6.05	Week No.	12
Recording	26.2.65		8.30		9.45		8

Studio rehearsal date and time Friday, 26th February 1965: 10.30-7.00

To : (1) ~~Make-up and~~ Wardrobe Manager

Date of issue 1999 November 15

(2) Richard Martin
501 Union House

To be returned by

(3)

ALLOCATION	£
------------	---

Characters	(Period	Costume)	Hair and Make-up
Give as many details as possible				

Continued overleaf (strike out if not applicable)

Are these wanted prior to transmission
for filming or Publicity photo call?

YES/NO

If so, on what date and where

Estimated cost £

Estimated cost £ 200 - 0 - 0

FROM: RICHARD MARTIN, 501 Union House BOOKING ASSISTANT PAULINE MAYFIELD CLARK

SUBJECT: WARDROBE, HAIR & MAKE-UP REQUIREMENTS

COPIES TO: Wardrobe and Make-up Manager ;
(1 copy)

Costume Supervisor ;
(2 copies)

Make-up Supervisor ;
(2 copies)

Ward. Mistress/Master, T.C.
(1 copy)

PRODUCTION: "DR. WHO" SERIAL 'A' P.6
23/1/4/3378

1st Outside Rehearsal: Mon. 22 Feb. 65
at L.T.E. Assembly Room, Wood

TRANSMISSION:- Saturday, 20th March 1965
5.40-6.05 p.m.

RECORDING:- Lane, W.12. 11.00 a.m.
Friday, 26th Feb. 65 8.30-9.45
in Riverside 1

Period of Play: Unspecified on an insect planet

ARTIST—Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
WILLIAM HARTNELL MAYFIELD	Dr. who	<u>Ses. 3,5,10,11,15,19,</u> <u>21,22</u> As end of prev. ep.	wig, as usual
WILLIAM RUSSELL BOXMOOR	Ian Chesterton	<u>Ses. 8,12,17,21,22</u> As end of prev. ep. (N.B. No tie - see P.45)	As required
JACQUELINE HILL FAR	Barbara Wright	<u>Ses. 2,4,6,9,13,14,16,</u> <u>18,20,21,22.</u> As end of prev. ep. (and filming)	
MAUREEN O'BRIEN SWI	Vicki	<u>Ses. 3,5,10,11,15,19,</u> <u>21,22.</u> As end of prev. ep.	
ROSLYN DE WINTER HUN	Menoptra Vrestin	<u>Ses. 8,12,22,23,24</u> As previous episodes and film	As end ep.5 and film
ARNE GORDON PAR	Menoptra Hrostar	<u>Ses. 2,4,6,9.</u> As previous episodes and film	"
JOLYON BOOTH WIM	Menoptra Prapillus	<u>Ses. 2,4,6,9,13,14,16,</u> <u>18,20,21,22,23,24.</u> As previous episodes and film.	"
JOLLYN BIRDSALL FLA	Menoptra Hlynia	<u>Ses. 2,4,6,9,13,14,16,</u> <u>18,20,21,22,23,24.</u> As previous episodes and film	"
MARTIN JARVIS	Menoptra Wilio	<u>Ses. 2,4,6,9,13,14,16,</u> <u>18,20,21,22,23,24.</u> As previous episodes and film	"

— 1 — Signature

Date

FROM: RICHARD MARTIN, 501 Union House BOOKING ASSISTANT.

SUBJECT : WARDROBE, HAIR & MAKE-UP REQUIREMENTS

COPIES TO : Wardrobe and Make-up Manager ;
(1 copy)

Costume Supervisor ;
(2 copies)

Make-up Supervisor ;
(2 copies)

Ward. Mistress/Master, T.C.
(1 copy)

PRODUCTION : "DR. WHO" SERIAL 'N' EP.6

1st Outside Rehearsal :

TRANSMISSION :-

RECORDING :-

- Page 2 -

Period of Play :

ARTIST—Tel. No.	CHARACTER	COSTUME DETAILS	HAIR AND MAKE-UP
IAN THOMPSON GJL or	Optera Hetra	eps. 8,12,17,22,23,24. As previous episodes.	As required for previous episodes
ROBER JEWELL GERALD TAYLOR KEVIN MANER JOHN SCOTT MARTIN JACK PITT HUGH LUND	Zarbi A Zarbi B Zarbi C Zarbi D Zarbi Cannon Zarbi Cannon	All in complete costume from Shawcraft as in previous eps.	
<u>EXTRAS:</u> KEN McGARVY c/o Denton de Gray GER /LEN RUSSELL JANE BOWMAN	Kenoptra Optera Optera	as in eps. 4 & 5 - ditto - - ditto -	as required for previous episodes

for richard martin

...Signature

10th February 1965

Date _____

Richard Martin, 301 Union House. FAX

"DR. WHO" SERIAL '1' EPISODE 5 (13/1/4/3377)

Scene Master

10th February 1985

Copies to: House Engineers
Electricians' Foreman
Mr. John Wood

"Dr. who" Serial '1' Episode 5 will be in rehearsal 1
on Friday, 15th February.

Will you please supply and have rigged up as a
hanging mirror 4' x 3', to be hung on main tank.

Camera rehearsals begin at 12.30 a.m.

(for Richard Martin)

From: Miss Verity Lambert, 505 Union.

Ext.

Ref: ADDITION TO DR. WHO SCHEDULE, SERIES 2, REVISED 4

To: H. Serials, D.Tel. (2)

11th February, 1965

Drama Group Organiser, Tel. (2)

Organiser, Serials D. Tel. (2)

Design Organiser, Tel.

Miss Pauline Mansfield-Clark.

Miss Glanville, Wardrobe.

Miss Daphne Dare, Wardrobe.

Miss Sonia Markham, Make-Up.

S.A. Tech. Tel.E.

Basil Sands, Enterprises.

Miss Sheila Grundy.

Sound Department.

Allocations Department.

Lighting Department.

Mr. Neil Fowler, Enterprises.

Miss Ann Fitch, Enterprises.

Mr. Mervyn Pinfield.

Mr. Dennis Spooner. (2)

Mr. Christopher Barry. (2)

Mr. Douglas Camfield.

Mr. Richard Martin.

A(V) to H.T.O. Tel. S.

A(S) to H.T.O. Tel. S.

Will you please add the following VT numbers to the above schedule:

Serial N, Episode 5, VT No. VT/4T/26129

Serial N, Episode 6, VT No. VT/4T/26302

E Perkins

pp (Verity Lambert)

From: Richard Martin, 501 Union House. PABX
Subject: DRESSING ROOMS: "DR. WHO" SERIAL 'N' EP.6 (23/1/4/3378)
To: Miss Kathleen Knight, Studio Bookings. 11th February 1965

The last episode of this particular story in the chronicles of "Dr. Who" will be in Riverside 1 on Friday, 26th February. Would you please allocate dressing rooms to the following artists:

WILLIAM HARTNELL
WILLIAM RUSSELL
JACQUELINE HILL
MAUREEN O'BRIEN
ROSLYN DE WINTER)
JOCELYN BIRDSALL)
CATHERINE FLEMING)
ARNE GORDON)
JOLYON BOOTH)
MARTIN JARVIS)
IAN THOMPSON)
ROBERT JEWELL)
JACK PITT)
KEVIN MANSER)
HUGH LUND)
JOHN SCOTT MARTIN)
GERALD TAYLOR)

Walk-ons:

LEN RUSSELL)
Ken McGARVY)
JANE BOWMAN

Jane Bowman can go in with Roslyn de winter and co. if it helps the situation.

Many thanks.

Barbara Cunnell
(for Richard Martin)

From: Assts(Studio Resources), Programme Planning TC & PABX

SUBJECT: MAN HOURS - DR. WHO SERIES N.

To: Asst. Design Manager

Copy to: Scenery Construction Org., P.A.(PA)., O/L&L.

It is agreed that the Man Hour allocation to this Series shall be re-allocated as follows:-

Week 1	Filming	697
" 3	Episode 1	405
" 4	" 2	800
" 5	" 3	189
" 6	" 4	656
" 7	" 5	716
" 8	" 6	350
		<u>3,813</u>

This involves an additional allocation to the Series of 313 Man Hours, over the original allocation of 3,500.

Olive L. Mann
(Olive Mann)

Nothing to be written or typed in this margin

From: Miss Verity Lambert. 105 Union. Ext.
Subject: TR. WFO 12th February, 1965
To: All Production Secretaries.

Will you please note that the tele-recording transcription of the last three minutes of the show recorded on the previous Friday will be done on Monday. If in exceptional circumstances the last three minutes on the tape is not the last three minutes of the show, or if there is any editing to be done on the last three minutes of the show, would you please inform the tele-recording people on Mondays.

E. Perkins.

pp (Verity Lambert)

Programme Recording Form

TRANSMISSION DATE

To. PRESENTATION DESK Room 4093 TC (Copies A & B)
HEAD OF PRODUCTION UNIT (Copy C)
PRODUCTION FILE (Copy D)

Sat. 13th Feb. 1965

TITLE OF PROGRAMME "DR. WHO" SERIAL 'N' EPISODE 1		RECORDING NUMBER VT/4T/25751	COPY D
SUB-TITLE 'The Web Planet'		PROJECT NUMBER 23/1/4/3373	
PRODUCER OR PERSON RESPONSIBLE Name RICHARD MARTIN Office Tel. No. Home Tel. No.			
GROUP & PROGRAMME UNIT RESPONSIBLE DRAMA GROUP - Serials Department			

PRODUCTION DETAILS

- Overall Duration **23'57"** (this is a VT timing, as there was not time to review the programme after editing)
- Opening sequence details **"Dr. who" opening title 25"**

- Closing sequence details—with duration from specified shot or if applicable, Roller Caption Duration from start of Roller to end of Programme
(Please specify if any Sound or Vision AFTER Roller)

Trail Caption and Roller with Grams: **43"**

- Script ~~Completed to follow~~ already forwarded. (Please delete as required)

5. Remarks

In this (and the subsequent five episodes of the story) all outdoor shots are taken with Vaseline lens filters on the cameras to produce a streaking, hazy effect. Viewers shouldn't adjust their sets!

Please delete inappropriate Channel :-

CH. 1	CH. 2
----------	----------

FROM: RICHARD MARTIN, 501 Union House. FAX 4057 8.

TO: Organiser, Serials, Drama Tel. (two copies)

PROGRAMME: "DR. WHO" SERIAL 'N' EP.1
(23/1/4/3373)

Transmission ~~on~~ 13/2/65
Recording date:
Friday, 22nd January 1965
8.45-10.00

STATEMENT OF COSTS

	£	s.	d.
a. Artist's Fees (see attached list)	708.	15.	0.
b. Orchestra:	-	-	-
c. Facility Fees:	-	-	-
d. Copyright:	236.	5.	0.
e. Hospitality:	-	-	-
	<hr/>		
C/F:	945.	0.	0.

		£	s.	d.
	B/F:	945.	0.	0.
g.	Design: Studio & SFX	635.0.0.		
	Filming	390.0.0.		
	Captions:			
	Roller	5.0.0.		
	1 12"x9"			
	illustration	5.0.0.		
	5 Slides	<u>2.10.0.</u>		
		1,037.	10.	0.
h.	Make-Up XXXXXXXXXX	60.	0.	0.
	Wardrobe	200.	0.	0.
i.	Film:	642.	5.	3.
j.	Recording costs:	100.	0.	0.
k.	Other costs.			
	Petty Cash	1.10.0.		
	John Cura			
	Telesnaps	<u>3.13.6.</u>		
		5.	3.	6.
		<u>£2,989.</u>	<u>18.</u>	<u>9.</u>

* Artists under long-term contract

THE ZARBI ARE COMING(Saturday, February 13: 25 mins.)

"The Web Planet", which begins a six-week run brings Dr. Who and his companions to the planet Vortis. When they emerge from the Tardis, which has been drawn there by an unknown force, they find Vortis is dominated by insects - the Zarbi. Opposing them are the Menoptera, resembling butterflies and more civilised.

Designer John Wood says: "I envisaged Vortis as being completely organic, with nothing about it that could be man-made. When it came to the inhabitants I decided against inventing something entirely new, which might have looked phoney. But blow an ant up to eight feet and it becomes a believable creature.

We have taken the advice of Roslyn de Winter, a mime expert, and a leading Menoptera, on the insects' movements."

Written by Bill Strutton. Producer: Verity Lambert.
Directed by Richard Martin.

From: Design Manager

SUBJECT: DESIGN SHEET, WEEK 7, 1965.

Programmes marked * may have Designer credits.

Date	Production BBC - 1	Classi- fication	Designer	Information Date	Prop. Date
Saturday 13.2.65.	TTP: Late Show		D. Blake	2.2.65.	5.2.65.
	LE: VTR: Walrus & Carpenter 1/6	A	P. Seddon	15.1.65.	26.1.65. *
	SCH: Making Music - 5	D	SCH	3.2.65.	8.2.65.
	OBS: Grandstand		L. Arrighi (Sdu)	3.2.65.	8.2.65.
	Staff Training		G. Toms	3.2.65.	8.2.65.
Sunday 14.2.65.	TTP: Late Show		D. Blake	2.2.65.	5.2.65.
	RB: Sunday Stories		L. Arrighi (Sdu)	28.1.65.	4.2.65.
	LE: Billy Cotton	B	C. Pigott	25.1.65.	1.2.65. *
	OB: London: VTR: Seeing & Believing		E. Swiderska (Sdu)	28.1.65.	4.2.65.
	Staff Training		G. Toms	3.2.65.	8.2.65.
Monday 15.2.65.	LE: VTR: Dixon of Dock Green	A	C. Robilliard	20.1.65.	3.2.65. *
	TPA: Panorama		D. Jones (Sdu)	3.2.65.	8.2.65.
	TTP: Tonight		R. Andrews	3.2.65.	8.2.65.
Tuesday 16.2.65.	DSL: Compact - 326	B	G. Evans	21.1.65.	2.2.65. *
	SCH: VTR: Science Session	C	SCH	4.2.65.	9.2.65.
	FP: Blue Peter	D	G. Howard	3.2.65.	10.2.65.
	TTP: Tonight		R. Andrews	4.2.65.	9.2.65.
	SCH: VTR: MerrygoRound	D	SCH	4.2.65.	9.2.65.
Wednesday 17.2.65.	DSL: VTR: Compact - 327	B	G. Evans	22.1.65.	2.2.65. *
	DSR: Z Cars	A+	E. Hercules	21.1.65.	2.2.65. *
	SCH: Television Club	D	SCH	5.2.65.	10.2.65.
	OBS: Sportsview		J. Burrowes (Sdu)	5.2.65.	10.2.65.
	TTP: Tonight		R. Andrews	5.2.65.	10.2.65.
	LE: Crackerjack	C	P. Brachacki	5.2.65.	10.2.65. *
	OB: Royal College of Surgeons: Adult Education: Biology		E. Swiderska (Sdu)	1.2.65.	8.2.65.
Thursday 18.2.65.	DP:	A+	N. Kroll	13.1.65.	28.1.65. *
	SCH: Spotlight	D	SCH	8.2.65.	11.2.65.
	TPA: Gallery		D. Jones (Sdu)	8.2.65.	11.2.65.
	TTP: Tonight		R. Andrews	8.2.65.	11.2.65.
	OBE: Top of the Form		L. Arrighi (Sdu)	8.2.65.	11.2.65.
	DSR: Dr. Finlay - 6/10	A+	S. Spence	22.1.65.	4.2.65. *
	OB: Royal College of Surgeons: VTR: Adult Education: Biology		E. Swiderska (Sdu)	1.2.65.	8.2.65.
	DP: VTR: The Tea Party	A+	E. Diss	13.1.65.	28.1.65. *
	LE: VTR: First Impressions (2)	D	L. Arrighi (Sdu)	8.2.65.	11.2.65.

Date	Production	Classi- fication	Designer	Infomation Date	Prop. Date
Friday 19.2.65.	FP: VTR: Blue Peter		G. Howard	4.2.65.	11.2.65.
	TTP: Tonight		R. Andrews	9.2.65.	12.2.65.
	Best of Tonight Linking		R. Andrews	9.2.65.	12.2.65.
	TD:VTR: Ten Composers	C	D.Jones (Sdu)	9.2.65.	12.2.65.
	DSL: Dr. Who (N) 5/6	A	J. Wood	19.1.65.	2.2.65. *
	LE: VTR: Hugh & I 9/13	B	P. Allen	29.1.65.	5.2.65. *
	SCH: VTR: (A) Komm Mit	D	SCH	9.2.65.	12.2.65.
	OB:Royal College of Surgeons: Adult Education: Biology		E. Swiderska (Sdu)	1.2.65.	8.2.65.
	TTP: Late Show	B	R. Berger	9.2.65.	12.2.65.*

Date	Production	Classi- fication	Designer	Infomation Date	Prop. Date
	<u>FILMING - BBC - 1</u>				
Mon/Fri 15/19.2.	Late Show Loc		R. Berger/ D. Blake	27.1.65.	4.2.65.
Mon/Fri 15/19.2.	Choice Loc		SDU	27.1.65.	4.2.65.
Mon/Fri 15/19.2	Z Cars Wk. 9. Loc		S. Morris	27.1.65.	4.2.65.
Tue/Fri 16/19.2.	Dr. Who 'P' Stage		B. Newbery	28.1.65.	5.2.65.
Mon 15.2	Hugh & I Wk. 9. Loc		P. Allen	27.1.65.	4.2.65.
Mon 15.2.	Sheila Hancock 10 Loc		J. Hurst	27.1.65.	4.2.65.
Tue/Wed 16/17.2.	Dixon Wk. 9 Loc		A. Spriggs	28.1.65.	5.2.65.
Wed 17.2	Blue Peter Loc		G. Howard	29.1.65.	8.2.65.
Wed 17.2.	Religion(2 Progs.) Loc		SDU	27.1.65.	4.2.65.

Date	Production BBC - 2	Classi- fication	Designer	Infomation Date	Prop. Date
Saturday 13.2.65.	LE:VTR: Dudley Moore	A+	M. Johnson	15.1.65.	27.1.65.*
	LE:VTR: Night Train to Surbiton	A	M. Middleton	25.1.65.	1.2.65.*
	TD:VTR: Writers World		N.Vertigan(Sdu)	3.2.65.	8.2.65.
	OB:London:VTR: Football Match of the Day		J. Bould	28.1.65.	4.2.65.
Sunday 14.2.65.	TM: VTR: Muses With Milligan		J.Steele(Sdu)	3.2.65.	8.2.65.
Monday 15.2.65.	TM:VTR: Friday Music	B	A. Anson	28.1.65.	4.2.65.*
	TPA:VTR: Tuesday Term: The Arab World		A.H. Craig(Sdu)	3.2.65.	8.2.65.
	FP:VTR: Play School	D	G. Kirkland	29.1.65.	8.2.65.
Tuesday 16.2.65.	OBFS: VTR: Horizon	C	C.Pamsel(Sdu)	4.2.65.	9.2.65.*
	LE:VTR: Duke Ellington - 1/2	A	R.Macgowan	25.1.65.	1.2.65.*
	DP:VTR: Story Parade (4 Poster)	A+	S. Hulke	13.1.65.	27.1.65.*
	FP: VTR: Play School		G. Kirkland	29.1.65.	8.2.65.
Wednesday 17.2.65.	TPA: VTR: Encounter		J.Weatherup(Sdu)	5.2.65.	10.2.65.
	FP: VTR: Play School		G. Kirkland	29.1.65.	8.2.65.
	OB: London: VTR: Wheelbase		C.Pamsel(Sdu)	1.2.65.	8.2.65.
Thursday 18.2.65.	OBFS: Time Out/Wheelbase	D	C. Pamsel(Sdu)	8.2.65.	11.2.65.
	LE: VTR: Duke Ellington 2/2		R. Macgowan	25.1.65.	1.2.65.
	FP:VTR: Play School Stories		G. Kirkland	29.1.65.	8.2.65.
Friday 19.2.65.	LE:VTR: Beat Room	D	J. Steele(Sdu)	9.2.65.	12.2.65.
	TF:VTR: Tuesday Term Economics In Business 8/8	D	A.Ruddy(Sdu)	9.2.65.	12.2.65.*

Date	Production BBC - 2	Classi- fication	Designer	Information Date	Prop. Date.
Mon/Fri 15/19.2.	Mind of the Enemy Loc		R. Cusick	27.1.65.	4.2.65.
Mon/Fri 15/19.2.	Encounter/Enquiry Loc		SDU	27.1.65.	4.2.65.
Tue/Wed Thur. 16/ 17/18.2	Iron Hand - Wk. 11. Stage 2		R. Scott	28.1.65.	5.2.65.
Mon 15.2.	Situation Comedy Wk. 9. Loc		R. Hunt	27.1.65.	4.2.65.
Thur/Fri 18/19.2.	Play School Loc		G. Kirkland	1.2.65.	9.2.65.
All Week.	Time Out Loc		SDU	27.1.65.	4.2.65.

From: Richard Martin, 501 Union House. PABX

Subject: "RADIO TIMES" BILLING - WEEK 8: SATURDAY, 20th FEBRUARY -
"DR. WHO" SERIAL 'N' EPISODE 2 (23/1/4/3374)

To: Mrs. D. Bliss through Miss Verity Lambert. 15th Jan. 1965

Copies to: H.Serials D. Tel.
Org. Serials D. Tel.
Miss Verity Lambert
Tel.Ed. Radio Times
Art Ed. Radio Times
Mr. D. Hoddinott
Mr. D. Spooner

5.40

DR. WHO

An adventure in space and time

starring

WILLIAM HARTNELL

WILLIAM RUSSELL

JACQUELINE HILL

and

MAUREEN O'BRIEN

*

The Zarbi

by BILL STRUTTON

Dr. Who WILLIAM HARTNELL

Ian Chesterton ... WILLIAM RUSSELL

Barbara Wright ... JACQUELINE HILL

Vicki MAUREEN O'BRIEN

The Menoptra:

Vrestin ROSLYN DE WINTER

Hrostar ARNE GORDON

Rrhoonda ARTHUR BLAKE

The Zarbi Operators .. ROBERT JEWELL
HUGH LUND
KEVIN MANSER
JACK PITT
JOHN SCOTT MARTIN
GERALD TAYLOR

Animus Voice CATHERINE FLEMING

Insect movement by Roslyn de winter

Title music by RON GRAINER and with
the BBC Radiophonic Workshop

Story editor, Dennis Spooner

Designer, John Wood

Producer, VERITY LAMBERT

Directed by RICHARD MARTIN

A growing web building is enveloping
the Planet. Our travellers are
imprisoned in its mesh.

(A BBC recording)

Barbara Cannell
(for Richard Martin)

Richard Martin, 501 Union House. TABX

"DR. WHO" SERIES '1' EPISODE 1 (23/1/4/3373)

Television Accounts

15th February 1965

The edited duration of this programme, which was transmitted last Saturday, 13th February: 1740-1805, was 23'57", of which 1'05" were captions.



(for Richard Martin)

15.2.65,

Shirley in Terry Cook's office
rang to ask which programme we
wanted the ~~27~~.C.T. charge for
the rental of the 27" Monitor
charged to.

U1)

Serial N - E.5 23/1/4/3377

Shirley and Baracca informed.

From: Richard Martin, 501 Union House. PABX
Subject: "DR. WHO" SERIAL 'N' EP.4 (23/1/4/3376)
To: Miss Pauline Mansfield-Clark 15th February 1965

The artists worked the following rehearsal hours last Friday, 12th February:

WILLIAM HARTNELL	11.15-7.00 (less lunch)	6 $\frac{3}{4}$ hours
WILLIAM RUSSELL	10.30-7.00	7 $\frac{1}{4}$ hours
JACQUELINE HILL	10.45-7.00	7 $\frac{1}{4}$ hours
MAUREEN O'BRIEN	11.15-7.00	6 $\frac{3}{4}$ hours
ROSLYN DE WINTER	10.30-7.00	7 $\frac{1}{4}$ hours
ARNE GORDON	10.45-7.00	7 $\frac{1}{4}$ hours
JOLYON BOOTH	10.45-7.00	7 $\frac{1}{4}$ hours
JOCELYN BIRDSALL	10.45-7.00	7 $\frac{1}{4}$ hours
MARTIN JARVIS	12.00-7.00	6 hours
IAN THOMPSON	10.30-7.00	7 $\frac{1}{4}$ hours
BARBARA JOSS	10.30-7.00	7 $\frac{1}{4}$ hours
ROBERT JEWELL	10.45-7.00	7 $\frac{1}{4}$ hours
JOHN SCOTT MARTIN	10.45-7.00	7 $\frac{1}{4}$ hours
GERALD TAYLOR	10.45-7.00	7 $\frac{1}{4}$ hours
HUGH LUND	11.15-7.00	6 $\frac{3}{4}$ hours
KEVIN MANSEY	11.15-7.00	6 $\frac{3}{4}$ hours
JACK PITT	11.15-7.00	6 $\frac{3}{4}$ hours

Recording was from 2030-2137.

The walk-ons worked the following hours:

KEN MCGARVY	10.45-9.37 (less lunch and dinner)	9 hours
LEN RUSSELL	10.30-9.37	9 $\frac{1}{4}$ hours
JANE BOWMAN	10.30-9.37	9 $\frac{1}{4}$ hours

Barbara Cancell
(for Richard Martin)

P.S. JOLYON BOOTH is due for a fitting fee for this episode. The fitting took place on Friday, 1st January.

JOCELYN BIRDSALL went for a fitting on Monday, 8th February at 7.0 p.m., after rehearsal.

Other artists who attended fittings, did so during rehearsal times.

VERITY LAMBERT

15th February, 1965.
.....(Date)

From: (Producer)

Subject: RETENTION OF TAPE AFTER TRANSMISSION

To: Asst. S.Tel.E. Videotape, Rm 2132 T.C., thru' **Organiser, Serials** (Organiser)
D.Tel. (2 copies)

Copy: Recording Clk., Rm 6058 T.C.

Programme ~~XXXXX~~ **"DOCTOR WHO"** Serial **N** Episode **4** **23/1/4/3376**.....

being taped on **12th February, 1965.** Tape No. VT | **47.** | **26056**.....

for transmission on **5th March, 1965.**
.....

must be retained longer than 24 hours after transmission because:

Wanted for possible repeat.

Please therefore hold the tape until **further notice.** (a precise date
should be given)

I understand it will then be wiped within 24 hours.

(Signed) *Verity Lambert*
for (Verity Lambert)

Request noted by Asst. S.Tel.E. Videotape on
and this form returned

To: (Producer) through (Org.)

Copy:

File.

FROM: RICHARD MARTIN (PRODUCER)

FOR PROP. MASTER USE ONLY

SUBJECT: PROPERTY AND
DRAPE REQUIREMENTS

TO: PROPERTY MASTER

COPIES TO: STUDIO MANAGER
SCENE MASTER
DESIGNER
A.M.
PRES.RECEIVED BY
PROP. MASTER

A.M.

P.M.

3.0
16/12/65

1	WALL (2)	9	SALVAGE
2	SHOCK	10	SUPPLY
3	DRAPES	11	C/HAND V/C
4	CATERING	12	C/HAND
5	WARDROBE	13	PROP. MASTER
6	WORKSHOP	14	INVESTIGATOR
7	P. CASH (2)	15	
8	A.S.O.	16	FILE COPY

PRODUCTION

DATES AND STUDIOS

DR.WHO serial N
ep.5 "Invasion"

23/1/4/3377

Designer:
JOHN WOOD

supp. page one

Filming

S

Telerecording
& Experiments

S

Pre-Rolls
& Setting

S

Transmission

S

19.2.65.

R

1

19.2.65.

R

1

13.3.65.

PROPS ONLY

T/V Prod. Buyer deliver to:

on:

except as shown:

SUPPLEMENTARY PROP LIST (First)set Dressing

15. twenty sacks sawdust (not to be opened)
16. forty sandbags of sawdust (not to be opened)
17. twenty-five sacks dark sawdust (to be opened)
18. six sacks cinders
19. twelve sacks peat (two tones)
20. four bags Fullers earth
21. a quantity of spinelike reeds (1'6" - 3')
22. selected lengths of ivy branch
23. a quantity of old mans' beard
24. one 20' black drape, 10' drop
25. three pairs 10' black drapes, 10' drop
26. quantity of sea ferns.
27. cobweb gun
- 27A. GAUZE 12' x 12'
- N.B. The props and furniture for the interior of the Tardis are not required

Signed

Gillian Raxdell

Date

15.2.65.

TELEVISION TECHNICAL OPERATIONS
BOOKING SHEET: CAMERA MOUNTINGS & MONITORS

From M. LEWIS Date 15TH FEB. '65
 To: Equipment Allocations Office. Accepted by [Signature] Date 16 FEB 1965
 Production D^A WHO [NG] Project No. _____
 Producer V. LAMBERT Studio R1 Date(s) 26TH FEB. '65
 Equipment Required at 0930 hours, on 26TH FEB (date) Crew 14 TMI/2 RW, ML

C A M E R A S

No.	Mountings	Additional Staff (State function)	Additional Instructions
1	M/R CRANE ✓	CAMERA MAN ✓	TWO ANG. ZOOMS MK III KALIDASCOPE LENS (CAMERA) 50° LENS [AMPEX CLOCK TRUSTEER MACHINE]
2	CRIPPER No. 1 ✓	✓	
3	PED ✓		
4	PED. ✓		
5	PED ✓		
6			

Mechanic required at 0930 hours, on 26TH FEB (date)

Riggers required for: Rigging at 0930 hours, on 26TH FEB (date)

" " : Derigging at 2200 hours, on 26TH FEB (date)

INLAY: Operator ☒ is not/required.

M O N I T O R S

Type	Qty.	Additional Instructions
Floor (Additional)		✓
Slung (STUDIO)	TWO	
Hired		

[Signature]

Richard Martin, 631 Union House. FADA

"DR. 631" SERIAL '1' EPISODE 5 (22/1/4 3377)

House Manager

15th February 1965

Copies to: House Engineers
Electricians' Foreman
Mr. John Wood

Further to my memo of 10th February requesting a
4' x 3' mirror to be hung in Riverside 1 next Friday,
17th February, it has now been decided that this size
mirror will not be large enough to take the shot for which
it is needed. Therefore, would you please supply a
6' x 4' mirror instead.

(for Richard Martin)

RECORDED
XXXXXXXXXXXXX
XXXXXXXXXXXXX

RECORDED
XXXXXXXXXXXXX
XXXXXXXXXXXXX
RECORDED
2030

12/2, 1965

XXXXXXXXXXXXX

"Dr. Who" Serial 'A' 2.4
Riverside 1 (23/1/4/3376)

2145

VI/4T/26056

(To be transmitted on
Saturday, 6th March 1965
Verity Lambert 1740-1805)

DIRECTED BY RICHARD MARTIN

Dr. Who	WILLIAM HARTNELL
Ian Chesterton	WILLIAM RUSSELL
Barbara Wright	JACQUELINE HILL
Vicki	MAUREEN O'BRIEN
The Monoptra:	
Vrestin	ROSLYN DE WINTER
Hrostar	ARNE GORDON
Prapillus	JOLYON BOOTE
Hlynia	JOCKEY BIRDSELL
Bilio	MARTIN JARVIS
The Optera	
Hetra	IAN THOMSON
Hemini	BARBARA JOSE
The Zarbi	SCOTT JONES
	HUGH LUND
	KEVIN MARRAS
	JACK PITT
	JOHN SCOTT MARTIN
	GERALD TAYLOR
Animus Voice	SARAH FLEMING

Walk-ons: KEN HOSKINS
IAN RUSSELL
JOHN BOWMAN

The following artists appeared in the film
sequences: JACQUELINE HILL: ROSLYN DE WINTER:
ARNE GORDON: JOLYON BOOTE: MARTIN JARVIS:
SCOTT JONES: GERALD TAYLOR: KEVIN MARRAS:
JOHN SCOTT MARTIN: JACK PITT: HUGH LUND

Set: Int. Optera Nest : Ext. Crater of Needles:
Int. Zarbi Corridor: Int. Zarbi H.Q.
Int. Hut: Ext. Planet Vortis
Designer: John Wood

Author	BILL STRUTTON
Music (P.R.S.)	1 FRENCH RECORD
Kirby's Flying Ballet	Kirby's
Telesnaps	JOHN C URA

XXXXX

39 ft. 39 ft.
opening
title
16 ft.
trailer
311 ft.
sequences

--

MUSIC PLAYED ON RECORDS

Jacques Lasry & Francois Baschet	Les Structures Sonores Side 1 Band 1 Rhapsody Budapest	Jacques Lasry	1	15	DisquesLD. Bam 066
- ditto -	Les Structures Sonores Side 1 Bands 2 & 3	-ditto-	1	20	" "

ON FILM (specially dubbed)

Ron Grainer and the BBC Radiophonic Workshop	Opening titles	Ron Grainer	25
--	-------------------	-------------	----

ON TAPE

Ron Grainer as above	Closing titles	Ron Grainer	57
-------------------------	----------------	-------------	----

Barbara Lunnell
for Richard Martin
16th February 1965

Richard Martin, 501 Union House. T-6X

"DR. WILSON" SERIAL 'N' N.O. RADIO NEWS BILLING WEEK 12

Mrs. W. Bliss through Miss Vining Herbert 16th February 1961

Would you please delete the following two credits from
this billing:

Film Supervisor, Peter Hamilton
Film Editor, Gitta Zadek.

Richard Martin
(for Richard Martin)

GRAPHICS REQUIREMENTS

Copies to GRAPHICS MANAGER [3] Studio Manager Scene Master [2] Designer

	PRODUCTION	"DR. WHO" SERIAL '1' EPISODE 6		BBC	1	2XK
	Producer	RICHARD MARTIN		Ext.		
	Assistant	NORMAN STEWART		Ext.	"	
	Designer	JOHN WOOD		Ext.		
	Filming	-	Studio Rehearsal	Friday, 26th February 6 10.30-7.00		
	Project Number	23/1/4/3378				
	Transmission	Sat. 20th March 1965: 5.40-6.05		Studio	Riv.1	

Further to our requisition of 4th February, would you please delete the following two credits from the roller caption:

Film Cameraman
PETER HAMILTON

Film Editor
GITTA ZADEK

Richard Martin Signature
for Richard Martin

16th February 1965 Date

Received

Union 501
BACILANT MARTIN (PRODUCER)
PROPERTY AND
DRAPE REQUIREMENTS
TO: PROPERTY MASTER
COPIES TO: STUDIO MANAGER
SCENE MASTER
DESIGNER
A.F.M.
PRES.

RECEIVED BY
PROP. MASTER
A.M.
P.M.
2-45
17/12/65

FOR PROP. MASTER USE ONLY
1 HIRE (2)
2 STOCK 4
3 DRAPES
4 CATERING
5 WARDROBE
6 WORKSHOP
7 P. CASH (2)
8 A.S.O.
9 SALVAGE
10 SUPPLY
11 C/HAND T/C
12 C/HAND
13 PROP. MASTER
14 INVESTIGATOR
15 JG
16 FILE COPY

PRODUCTION	DATES AND STUDIOS							
DR WHO serial m ep.6 "Centre of Terror" 23/1/4/3378 Designer: JOHN WOOD page one	Filming	S	Telerecording & Experiments	S	Pre-Rehs & Setting	S	Transmission	S
			26.2.65.	R 1	26.2.65.R	1	20.3.65.	

PROPS ONLY T/V Prod. Buyer deliver to: RIV on: 25/2/65 except as shown:

	H	T/C	P/C	D	
XX					
Special Effects					1. SPANIANX four Zarbi outfits
"					2. two Zarbi guns
"					3. six stalagmite swords
"					4. four gold wishbone necklets
Scenery					5. astral map
Scenery					6. the Tardis police phone box
designer					7. web centre destructor - see des.
Scene master					8. four Burco boilers
	H				9. twenty-four bags of dry ice
Scene master					10. three pairs of gloves for handling dry ice
Scene master					11. four 6" blocks about 2' square
Scene master					12. smoke gun
	H				13. cobweb gun

[Signature]

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'N' - WALK-ONS

Miss Pauline Mansfield-Clark

17th February 1965

Confirming our conversation yesterday, would you please issue supplementary contracts for the three walk-on artists from the Denton de Gray Agency (KEN MCGRATHY, LEN RUSSELL and JANE BOWMAN) to cover an extra day's outside rehearsal on each week for episodes 4, 5 and 6 i.e.

Episode 4 (23/1/4/3376) Wednesday, 10th February 1965

Episode 5 (23/1/4/3377) Wednesday, 17th February 1965

Episode 6 (23/1/4/3378) Wednesday, 24th February 1965.

All rehearsals are at the B.B.C. Assembly Room, Wood Lane, W.12., and the hours of rehearsal on Wednesdays are 12.00-5.30.

Pauline Mansfield-Clark

(for Richard Martin)

VERITY.

17th February, 1965.

Shirley in Terry Cook's office rang.

Mr. Douglas Stewart, Asst. Head of Programmes, Scotland, is down here on a visit (he is going to see "DOCTOR WHO" rehearsal in the studio at 10.00 a.m. next Friday, 19th Feb.)

Shirley asked if Mr. Stewart could go to outside rehearsal at 11.30 a.m. this morning, sit in on the end of the Planning Meeting, and see the Technical Run at 12.00.

I 'phoned Norman Stewart at rehearsal. He said it would be alright. I told Shirley.

Val

Ext.

FROM: Senior Administrative Assistant, Scenic Servicing, 481, T.C.

SUBJECT: INCREASE IN BUDGET ALLOTMENT

TO: **DRAMA (Serials)**

Organiser

Copies to: Designer

John Wood

Director:

XXXXXX

Richard Martin

Producer:

A further D.D.P.A. has been requested from the Designer to cover the cost of the Production requirements.

PRODUCTION: **"DR. WHO" E/S 23/1/4/3377**

TA/VTR DATE:

XXXX

13.3.65.

AMOUNT REQUIRED: £

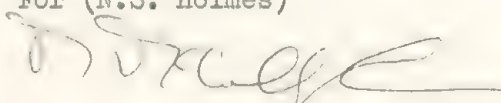
MAKING A TOTAL OF: £

45. 0. 0.

430. 0. 0.

17.2.65.

For (N.S. Holmes)



5) Richard Martin

TELEVISION SERVICE

N^o 5663
Sherrin

3

DESIGN DEPARTMENT BUDGET ALLOTMENT

FOR DESIGN USE ONLY

PRODUCTION TITLE	PROJECT No.	STUDIO
"DR. WHO" SERIAL 'A' Pt. 5	23/1/4/77	Wiverside 1

DESIGNER	V.T.R. DATE	WEEK No.	TRANSMISSION DATE	WEEK No.
JOHN COO	18/2/65	7	13/3/65	11

Design Department Allocation : * Print Supplementary —	£ 45.0.0.
---	-----------

* Delete which does not apply

Issued by for Richard Martin Producer.

Date of Issue 18th February 1965

DISTRIBUTION

Copies 1 and 2 to Costing Unit Room 481
Copy 3 retained by Producer

Richard Martin, 501 Union House. PABX

"DR. 1010" 2221-1. 11' AF10002 6 (22, 1/4/3378)

Mr. Hugh Tosh

14th February 1965

This is to confirm our request that a photographer should come to Riverside 1 on Friday, 26th February, at 10.15 a.m. to take a photograph of the Tardis that we shall need made into a 12" x 9" caption for use later in the day, preferably in time for our first run-through at approximately 4.30 p.m.

Many thanks.



(for Richard Martin)

f
Ext.

Reference: 35/VL.

19th February, 1965.

Dear Bill,

Please will you note that on Friday, 26th February, concert rehearsal will start at 11.30 a.m. and recording will be from 9.30 p.m. - 10.45 p.m.

Will you also please note that your week's holiday will be from Monday, 12th April up to and including 16th April, 1965.

(Verity Lambert)

William Hartnell, Esq.

f
Ext.

Reference: 35/VL.

19th February, 1965.

Dear Jackie,

Please will you note that on
Friday, 26th February, camera rehearsal will
start at 11.30 a.m. and recording will be
from 9.30 p.m. - 10.45 p.m.

(Verity Lambert)

Miss Jacqueline Hill.

Ext.

Reference: 35/VL.

1 9th February, 1965.

Dear Maureen,

Please will you note that on
Friday, 26th February, camera rehearsal will
start at 11.30 a.m. and recording will be
from 9.30 p.m. - 10.45 p.m.

Val
(Verity Lambert)

Miss Maureen O'Brien.

F

Ext.

Reference: 35/VL.

19th February, 1965.

Mr Russ,

Please will you note that on
Friday, 26th February, camera rehearsal will
start at 11.30 a.m. and recording will be
from 9.30 p.m. - 10.45 p.m.

V.L.

(Verity Lambert)

William Russell, Esq.

19th February, 1965.

Shirley in Terry Cook's office
rang to say that there will be
muffling in the Studio on
Friday next, 20th February, and
therefore Camera rehearsal will
have to start one hour later than
usual (11.30 a.m.) and recording
will have to be an hour later
(9.30 p.m. - 10.45 p.m.).

V.L.

Ext.

C.c. Richard Martin.

Programme Recording Form

TRANSMISSION DATE

To. PRESENTATION DESK Room 4093 TC (Copies A & B)
HEAD OF PRODUCTION UNIT (Copy C)
PRODUCTION FILE (Copy D)

Sat. 20th Feb. 65

TITLE OF PROGRAMME "DR. WHO" SERIAL 'N' EPISODE 2		RECORDING NUMBER VT/4T/26040	COPY D
SUB-TITLE 'The Zarbi'		PROJECT NUMBER 23/1/4/3374	
PRODUCER OR PERSON RESPONSIBLE Name RICHARD MARTIN Office Tel. No. Home Tel. No.			
GROUP & PROGRAMME UNIT RESPONSIBLE Serials Department, Drama Group.			

PRODUCTION DETAILS

- Overall Duration 23'20" (VT timing)
- Opening sequence details "Dr. Who" opening film title 25"
- Closing sequence details—with duration from specified shot or if applicable, Roller Caption Duration from start of Roller to end of Programme
(Please specify if any Sound or Vision AFTER Roller)
End grams. with trail slide, Roller and
2 credit slides: 37"
(End roller & 2 credit slides: 33")
- Script ~~XXXXXXXXXX~~ Enclosed to follow already forwarded. (Please delete as required)
- Remarks All outdoor shots are taken with Vaseline lens filters on the cameras to produce a streaking, hazy effect.

Please delete inappropriate Channel :-

CH. 1	CH. 2 XX
----------	-------------

FROM: RICHARD MARTIN, 501 Union House. PABX

TO: Organiser, Serials, Drama Tel. (two copies)

PROGRAMME: "DR. WHO" SERIAL 'A' EP.2
(23/1/4/3374)

Transmission ~~xx~~ 20/2/65
Recording date:
Friday, 29th January 1965
2030-2201

STATEMENT OF COSTS

	£	s.	d.
a. Artist's Fees (see attached list)	1,015.	9.	0.
b. Orchestra:	-.	-.	-.
c. Facility Fees:	-.	-.	-.
d. Copyright:	236.	5.	0.
e. Hospitality:	-.	-.	-.
	<hr/>		
G/F:	1,251.	14.	0.

	£	s.	d.
	B/F:	1,251.	14. 0.
g. Design: Studio & SFX	635.	0.	0.
Captions	7.	10.	0.
h. Make-Up and Wardrobe:	60.	0.	0.
xxxxxxxx	200.	0.	0.
Wardrobe			
i. Film:	-.	-.	-.
j. Recording costs:	100.	0.	0.
k. Other costs.			
John Curá -			
Telesnaps	3.13.	6.	
Petty Cash	<u>10.0.</u>		
	4.	3.	6.
	<u>£2,258.</u>	<u>7.</u>	<u>6.</u>

Initial contract	Supplementary		Total
	Fittings	Overtime	
941.17.0.	5.3.0.	70.9.0.	1,015. 9. 0.

From: Design Manager

SUBJECT: DESIGN SHEET, WEEK 8, 1965.

Programmes marked * may have Designer credits.

Date	Production BBC - 1	Classi- fication	Designer	Information Date	Prop. Date
Saturday 20.2.65.	TTP: Late Show		R.Berger	9.2.65.	12.2.65.
	LE: VTR: Walrus & Carpenter 2/6	A	D.Brewer	28.1.65.	8.2.65.*
	SCH: VTR: Making Music	D	SCH	10.2.65.	15.2.65.
	OBS: Grandstand		J.Steele(Sdu)	10.2.65.	15.2.65.
	LE: Juke Box Jury		J.Steele(Sdu)	10.2.65.	15.2.65.
	Insert Vision On (Mime Play)		D.Jones (SDU)	10.2.65	15.2.65
	DSR:VTR: Sherlock Holmes 9/12	A+	S. Bundy	26.1.65.	8.2.65.*
	TTP: Late Show		R. Berger	9.2.65.	12.2.65.
	LE: VTR: Sheila Hancock 1/6	A	J. Hurst	25.1.65.	8.2.65.*
	TP: VTR: Monitor	D	N. James (Sdu)	10.2.65.	15.2.65.
Monday 22.2.65.	RB: VTR: Sunday Stories		L.Arrighi(Sdu)	4.2.65.	11.2.65.
	LE: VTR: Dixon of Dock Green-25	A	D. Dodd	27.1.65.	9.2.65*
	Staff Training		G.Toms	10.2.65.	15.2.65.
	SCH: VTR: MerryGo Round	D	SCH	10.2.65.	15.2.65.
	OB:London:VTR: Whitehall Farce			4.2.65.	11.2.65.
	TPA: Panorama		D.Jones(Sdu)	10.2.65.	15.2.65.
	TTP: Tonight		R. Andrews	10.2.65.	15.2.65.
	OBE: Come Dancing		A.Ruddy(Sdu)	10.2.65.	15.2.65.
Tuesday 23.2.65.	DSL: Compact 328	B	D. Shortman	28.1.65.	9.2.65.*
	SCH: VTR: Science Session	D	SCH	11.2.65.	16.2.65.
	FP: Blue Peter	D	G. Howard	10.2.65.	17.2.65.
	TTP: Tonight		R. Andrews	11.2.65.	16.2.65.

Date	Production	Classi- fication	Designer	Information Date	Prop. Date
Wednesday 24.2.65.	DSL: VTR: Compact 329	B	D. Shortman	29.1.65.	9.2.65.*
	DSR: Z Cars	A+	J. Davies	28.1.65.	10.2.65.*
	SCH: Television Club	B	SCH	8.2.65.	15.2.65.*
	Staff Training		G. Toms	12.2.65.	17.2.65.
	TTP: Tonight		R. Andrews	12.2.65.	17.2.65.
	OBS: Sportsview		J. Burrowes(Sdu)	12.2.65.	17.2.65.
	LE: VTR: Crackerjack	C	J. Oman	12.2.65.	17.2.65.*
	OB: London(Fairfield Hall) VTR: International Concert Hall	C	N.Vertigan(Sdu)	8.2.65.	15.2.65.
	OB: London: VTR: Songs of Praise		A.H. Craig(Sdu)	8.2.65.	15.2.65.
Thursday 25.2.65.	DP: VTR: A Hero of Our Time	A+	R. Wilmot	20.1.65.	3.2.65.
	SCH: Spotlight	D	SDU	15.2.65.	18.2.65.
	TPA: Gallery		D. Jones(Sdu)	15.2.65.	18.2.65.
	TTP: Tonight		R. Andrews	15.2.65.	18.2.65.
	Staff Training		G. Toms	15.2.65.	18.2.65.
	DSR: Dr. Finlay 2/13	A+	L. Breadhouse	29.1.65.	11.2.65.*
Friday 26.2.65.	TTP: Late Show	B	D. Blake	16.2.65.	19.2.65.*
	LE: VTR: Hugh & I 10/13	B	M. Young	5.2.65.	12.2.65.*
	SCH:(A.E.) VTR: K omm Mit	D	SCH	16.2.65.	19.2.65.
	FP: VTR: Blue Peter		G. Howard	11.2.65.	18.2.65.
	TTP: Tonight		R. Andrews	16.2.65.	19.2.65.
	Best of Tonight Linking		R. Andrews	16.2.65.	19.2.65.
	OBFS: Science of Man		E. Swiderska(Sdu)	16.2.65.	19.2.65.
	DSL: VTR: Dr. Who (N) 6/6	A	J. Wood	26.1.65.	9.2.65.*
	LE: Kathy Kirby	A	M. Cornish	4.2.65.	11.2.65.*

Date	Production FILMING - BBC - 1	Classi- fication	Designer	Infomation Date	Prop. Date.
Mon/Fri 22/26.2.	Late Show Loc		R. Berger/ D. Blake	3.2.65.	11.2.65.
Mon/Fri 22/26.2.	Z Cars Wk. 10 Loc		E. Hercules	3.2.65.	11.2.65.
Mon/Tue 22/23.2.	Sherlock Holmes Wk. 10 Loc		S. Bundy	3.2.65.	11.2.65.
Mon/Tue 22/23.2.	Festival Drama Loc			3.2.65.	11.2.65.
Mon 22.2.	Sheila Hancock Wk.11. Stage		C. Shaw	3.2.65.	11.2.65.
Mon 22.2.	Hugh & I Wk. 10. Loc		M. Young	3.2.65.	11.2.65.
d .2.	Blue Peter Loc		G. Howard	5.2.65.	15.2.65.
Tues 23.2.	Dixon of Dock Green Studio		A. Spriggs	4.2.65.	12.2.65.

Date	Production BBC - 2	Classi- fication	Designer	Information Date	Prop. Date.
Saturday 20.2.65.	TF: VTR: Human Side		J. Weatherup (SDU)	10.2.65.	15.2.65.
	OB: London: Football Match of the Day		J. Bould	4.2.65.	11.2.65.
Sunday 21.2.65.	TM: VTR: Muses With Milligan		J. Steele(Sdu)	10.2.65.	15.2.65.
	OB: London:(R.F. Hall) VTR: Music 625	C	E.Swidarska(Sdu)	4.2.65.	11.2.65.
	OB: London: VTR: Jazz 625		C. Pemsel(Sdu)	4.2.65.	11.2.65.
Monday 22.2.65.	TM:VTR: Intro. To Music 625	D	J.Weatherup(Sdu)	10.2.65.	15.2.65.
	TPA: Tuesday Term:VTR:The Abab World 3/8		A.H.Craig (Sdu)	10.2.65	15.2.65.
	LE: VTR: Jazz 625 (2)	C	C. Pemsel (Sdu)	4.2.65.	11.2.6
	LE: Gadzooks	D	J.Burrowes(SDU)	10.2.65	15.2.6
Tuesday 23.2.65.	TPA: VTR: Enquiry		E.Swidarska(Sdu)	11.2.65.	16.2.65.
	LE: VTR: Pick the Winner (2)	D	N.Vertigan(Sdu)	11.2.65.	16.2.65.
	DP: VTR:	A+	J. Cooper	20.1.65.	3.2.65.*
	FP: VTR: Play School (2)	D	G. Kirkland	8.2.65.	12.2.65.
	OB: London: VTR: Horizon		N. James(Sdu)	5.2.65.	12.2.65.
Wednesday 24.2.65.	FP: VTR: Play School (2)		G. Kirkland	8.2.65.	12.2.65.
Thursday 25.2.65.	OBSF Time Out/Wheelbase	D	C.Pemsel(Sdu)	9.2.65.	16.2.65.
	FP: VTR: Play School Stories		G. Kirkland	8.2.65.	12.2.65.
	TPA: Encounter		J.Burrowes(Sdu)	15.2.65.	18.2.65.
Friday 26.2.65.	TF:VTR: Tuesday Term: Economics In Business	D	A. Ruddy(Sdu)	16.2.65.	19.2.65.

Date	Production FILMING BBC - 2	Classi- fication	Designer	Information Date	Prop. Date
Mon/Fri 22/26.2	The Twelfth Hour			3.2.65.	11.2.65.
Mon/Fri 22/26.2.	Encounter/Enquiry Loc		SDU	3.2.65.	11.2.65.
Wed/Thur Fri/24/25/ 26.2.	Theatre 625 Wk. 12 Loc		F. Taylor	5.2.65.	15.2.65.
Mon 22.2.	Sit. Comedy Wk. 10. Loc			3.2.65.	11.2.65.
Mon/Fri 22/26.2.	Time Out Loc		SDU	3.2.65.	11.2.65.
Mon/Fri 22/26.2.	Horizon Loc		SDU	3.2.65.	11.2.65.
T :/Fri 25/26.2	Play School Loc		SDU	8.2.65.	16.2.65.
Mon/Fri 22/26.2.	Museum Piece Loc		SDU	3.2.65.	11.2.65.
Mon/Fri 22/26.2.	Human Side LOC		SDU	3.2.65.	11.2.65.

Overdue Records

FROM: ASSISTANT IN CHARGE, TELEVISION GRAMOPHONE LIBRARY. 3044 TC.

TO: Mr Richard Martin :

DATE. 22.2.65

The records listed below were issued to you on the dates shown and are now overdue for return. Enquiries or requests for extensions should always quote the form number and should be made to -

RETURNS SECTION, ROOM 3044, T.C. (Extn.).

Would you kindly give this matter your earliest attention.

ISSUE DATE	FORM NO.	RECORD NO.	DETAILS(Where available)	SIGNATURE ON RECEIPT
20.1.65	TC 6430	LD 066 LD 087	Structures Sonores " " CAN WE PLEASE HAVE THESE COPUES BACK AS SOON AS POSSIBLE AS OTHER PEOPLE NEED THEM THANK YOU <i>Phoned 29a 22/2/65</i>	

W. Grant Bremner

For Asst-in-Charge.

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'W' EPISODE 2 (23/1/4/3374)

Television Accounts

22nd February 1965

The edited duration of this programme, which was transmitted last Saturday, 20th February: 1741-1805, was 23'20", of which 1'08" were captions.



(for Richard Martin)

RECORDED
XXXXXXXXXXXXXX
XXXXXXXXXXXXXX

XXXXXXXXXXXXXX
XXXXXXXXXXXXXX
XXXXXXXXXXXXXX

RECORDED
XXXXXXXXXXXXXX

"DR. WHO" 1st 1/4 of 5
Riverside 1 (23/1/4/77)

RECORDED
XXXXXXXXXXXXXX
XXXXXXXXXXXXXX
RECORDED

19/2/1965

2030

2145

(to be transmitted on
Saturday, 13th March 1965
1740-1805)

Vt/4T/26129

VERITY LAMBERT

DIRECTED BY WINFRED MARTIN

Dr. Who	WILLIAM HARTNELL
Ian Chesterton	WILLIAM RUSSELL
Barbara Wright	JACQUELINE HILL
Vicki	MAURICE O'BRIEN
Vrestin	RUSLYN DE WINTER
Brostar	ANNE GORDON
Trappillus	JULYON BROWN
Elvina	JOWELYN SIDDALL
Silio	MARTIN JARVIS
Netra	IAN THOMPSON
Nemini	BARBARA JONES
The Zarbi	ROBERT J. WELLS
	HUGH LUND
	KEVIN MARRER
	JACK PITT
	JOHN SCOTT MARTIN
	GERALD TAYLOR

Copies to:

H.Serials D. Tel.
Org. Serials D. Tel.
Miss Verity Lambert
TV Enterprises (3)
R. Caffery, Copyright
City Office
File

TALK-ON (from the Denton de Gray Agency)
LAW BOWMAN : JANE BOWMAN

The following artists appeared in the film
sequences: JACQUELINE HILL: MAURICE O'BRIEN:
IAN THOMPSON: JULYON BROWN: JOWELYN SIDDALL:
KEVIN MARRER: JACK PITT: JOHN SCOTT MARTIN:
GERALD TAYLOR

Set: Int. Zarbi Headquarters: Int. Zarbi
corridor: Int. Menoptera temple;
Int. Optera tunnel: Ext. Lab Entrance :
Ext. Planet Vortis. Int. Zarbi Control
Room

DESIGNER: John Wood

Author	BILL STRUTTON
Music	1 FRENCH RECORD)PRE
Artist contracted but not appearing	CATHERINE FLEMING
Talk-on contracted but not appearing	KEN FOSTER (from Denton de Gray)
Hire of 27" Monitor	BOYD & BOND STREET
Telesnaps	JOHN CURA

39 feet
opening
title
59 feet
sequences

MUSIC PLAYED ON RECORDS

Jacques Lasry & Les Structures Jacques Lasry
Francois Baschet Sonores
Side 1 Band 3
'Suite'

20 Disques LL
Ban 18

ON FILM (specially dubbed)

Ron Grainer and Opening title Ron Grainer
the BBC Radio-
phonic Workshop

25

ON TAPE

Ron Grainer Closing titles Ron Grainer
as above

50

Barbara Cornell
for Richard Martin

22nd February 1965

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'N' EP.5 (23/1/4/3377)

Miss Pauline Mansfield-Clark

22nd February 1965

The artists in "Dr. Who" Serial 'N' Ep.5, recorded last Friday, 19th February, were all covered by the overtime allowance included in their contracts.

For your information:

1) MISS CATHARINE FLEMING was contracted for this episode but did not appear, as re-writing to the script deleted her part.

2) KEN MCGARVY, from the Denton de Gray Agency, was called for two days' outside rehearsal and one day in the studio, but in the event was not needed, so was released on Wednesday, 17th February.

Barbara Carroll
(for Richard Martin)

From: VERITY LAMBERT..... (Producer) ...22nd February, 1965(Date)

Subject: RETENTION OF TAPE AFTER TRANSMISSION

To: Asst. S.Tel.E. Videotape, Rm 2132 T.C., thru' Organiser, Serials,..... (Organiser)
D.Tel. (2 copies)

Copy: Recording Clk., Rm 6058 T.C.

Programme/~~Insert~~"DOCTOR WHO".....Serial I.....Episode 5.....23/1/4/3377.....

being taped on19th February, 1965..... Tape No. VT | 4T. | ..26129.....

for transmission on ...13th March, 1965.....

must be retained longer than 24 hours after transmission because:

Wanted for possible repeat.

Please therefore hold the tape untilfurther notice..... (a precise date should be given)

I understand it will then be wiped within 24 hours.

(Signed)

Verity Lambert
for (Verity Lambert)

Request noted by Asst. S.Tel.E. Videotape on
and this form returned

To: (Producer) through (Org.)

Copy:

File.

SUBJECT 50 UNITS 409
 TO PROPERTY REQUIREMENTS
 TO PROPERTY MASTER

RECEIVED

A.M. 12/2 DUE 1/1
P.M.

2	Servicing Asst. (2)	✓	8	Hired Props L/G	14	H/Engineer
3	Designer	✓	9	Armourers	15	Senior Fireman
4	Scene Master	✓	10	Petty Cash	16	Sound/Maint.
5	Asst. Properties	✓	11	Catering	17	Designer Ealing
6	Movement Control	✓	12	Visual Effects	18	Booking Clerk

PRODUCTION DR. WHO 2314/3378 serial N. ep. 6.

FOR PROP USE ONLY	Original Set	S	FILMING	S	REHEARSAL	S	V.T.R. AMPEX	S	TRANS	S
PROD. No. 2462					26.2.65.	R 1	26.2.65.	R 1	20.3.65.	
DESIGNER										

H	TC	PC	DELIVER TO	ON	GREENERY ON
---	----	----	------------	----	-------------

FIRST SUPPLEMENTARY PROP LIST

- H/E RP*
Special effects
14. water and hose
15. menoptra transmitter as used in episode 2 (special effects)
16. twenty sacks sawdust (not to be opened)
17. forty sandbags sawdust (not to be opened)
18. twenty-five sacks dark sawdust (to be opened)
19. six sacks cinders
20. eight sacks peat (two tones)
21. four bags fullers earth
22. a quantity of spinelike reeds (1'6" - 3')
23. selected lengths of ivy branch (as sent for ep. 5; this lot must include a quantity of longish sections to be supplied to workshops; designer has discussed with greenery)
24. a quantity of old mans beard
25. one 20' black drape, 10' drop.
26. three pairs 10' black drapes, 10' drop.
- DRAPES*
- RAPES*
- 27x N.B. The props and furniture for the interior of the Tardis are not required.

l

Miles 23/2/65

From:

Subject:

To:

Julio

estimated durations of these programmes are as follows:

24 FEB 1961

Batman Connell

VERITY.

23rd February, 1965.

Barbara called in about our recording 1-hour later this Friday, (N.6).

She said there would have to be an hour's reversal between dinner and recording, as we cannot have lunch for 2.00 - 3.00 p.m. and dinner 8.00 - 9.00 p.m., as this is outside the hours allowed.

Ver

Ext.

TELEVISION RECORDING REQUEST

PART ONE

From: Asst. P.S.M. Tel. E. (Producer)

Dated.....24th February 1965

To: Telerecording Clerk, Room 4058, Main Block T.C.

2 MAR 1965

A. REQUEST FOR 35 mm RECORDING/TRANSFER

Production: (Delete as appropriate)

Date:

With Sepmag } Delete as
Without Sepmag } appropriate

No: 35/ /.....
(To be filled in by
Telerecording Clerk)

B. REQUEST FOR 16 mm RECORDING

Production: Dr. Who 'N' 4/6

Date: 6.3.65.

With Sepmag } Delete as
Without Sepmag } appropriate

No: 16mm/26056.....
(To be filled in by
Telerecording Clerk)

C. REQUEST FOR TAPE RECORDING/TRANSFER

Production: (Delete as appropriate)

Date:

NOTE: The tape will be wiped within 24 hours of transmission/transfer unless (a) instructed under 'K' below, or (b) a separate request for retention is issued after transmission.

No: VT/ /.....
(To be filled in by
Telerecording Clerk)

D. SOURCE OF 35/16/Tape Recording/Transfer : P as B
(Delete as appropriate)

E. LENGTH OF PROGRAMME
or NUMBER AND LENGTH OF INSERTS :

F. RECORDING /TRANSFER TIME : 1740-1805
(Delete as appropriate)

G. REHEARSAL TIME :
(To be filled in only when rehearsal of a tape insert is involved)

H. DATE AND TIME OF TRANSMISSION :

J. CHARGE TO : 43781
(Applicable to 35/16 mm bookings only)

K. SPECIAL INSTRUCTIONS : Please record on full information system.

Signed.....(Producer) *h. R. Denton* (Organizer)

PART TWO

From: Telerecording Clerk.

To: (35/16 mm bookings) Organizer: Telerecording Manager; Telerecording Editor; Mr. Ivor Smith; Studio Bookings; Film Library; Film Costing Dept.; TEL. O & M.....

(Tape bookings) Organizer: Mr. West; Telerecording Manager; Studio Bookings; Film Library; Mr. Ivor Smith; TEL. O & M.....

The above booking has been accepted as per details/amended details, shown in Part One.

(Signed) *K. Hooley* Date: 25.2.65

Programme Recording Form

TRANSMISSION DATE

To. PRESENTATION DESK Room 4093 TC (Copies A & B)
HEAD OF PRODUCTION UNIT (Copy C)
PRODUCTION FILE (Copy D)

Sat. 27th Feb. 65

TITLE OF PROGRAMME	RECORDING NUMBER	COPY
"DR. WHO" SERIAL 'N' EPISODE 3	VT/4T/26052	D
SUB-TITLE	PROJECT NUMBER	
'Escape to Danger'	23/1/4/3375	

PRODUCER OR PERSON RESPONSIBLE		
Name	Office Tel. No.	Home Tel. No.
RICHARD MARTIN		

GROUP & PROGRAMME UNIT RESPONSIBLE
Serials Department, Drama Group.

PRODUCTION DETAILS	
1. Overall Duration	
22'52"	
2. Opening sequence details	
"Dr. Who" opening film title 25"	
3. Closing sequence details—with duration from specified shot or if applicable, Roller Caption Duration from start of Roller to end of Programme (Please specify if any Sound or Vision AFTER Roller)	
End grams. with Trail slide, Roller and 2 credit slides: 43"	
4. Script Enclosed/To follow/already forwarded. (Please delete as required) XXXXXXXXXXXXXXXXXX	
5. Remarks	
All outdoor shots are taken with Vaseline lens filters on the cameras to produce a streaking, hazy effect.	
Please delete inappropriate Channel :-	
CH. 1	CH. 2X

FROM:

TO: Organiser, Serials, Drama Tel. (two copies)

PROGRAMME: Transmission or
Recording date:

STATEMENT OF COSTS

£ s. d.

a. Artist's Fees (see attached list)

897 - 5 - 0

b. Orchestra:

c. Facility Fees:

d. Copyright:

236 - 5 - 0

e. Hospitality:

11 33 10 0

		£	s.	d.
g. Design:	Studios 256X			
	Capt. Potter	5	0	0
	Telegraph	2	10	0
		11	33	0
		6	35	0
		7	10	0

Koch's Flying Ball.

h. Make-Up and Wardrobe:	60	0	0
Wardrobe	200	0	0
	260	0	0

i. Film:

j. Recording costs:

100 - 0 - 0

k. Other costs.

John Cuna Telesnaps
P/C

3	13	6
<hr/>		
21	27	9
21	39	13
21	40	3

TO: Organiser, Serials, Drama Tel. (two copies)

EP. 3.

FEEES

Artist's Name:	Initial contract	Supplementary		Total
		Fittings	Overtime	
WILLIAM HARTNELL				
WILLIAM RUSSELL				
JACQUELINE HILL *				
MAUREEN O'BRIEN				
ROSLYN DE WINTER				
ROBERT JENELL				
GERALD TAYLOR				
KEVIN DANGER				
JOHN SCOTT MARTIN				
JACK PITT				
HUGH LUND				
CATHERINE FLEMING				
	863 2 0		34 3 0	897 5 0

under contract but not appearing in ep.

FROM: RICHARD MANTON, 501 Union House. PABA

TO: Organiser, Serials, Drama Tel. (two copies)

PROGRAMME: "D. WID" SERIAL 'A' EP.3
(23/1/4/3375)

Transmission ~~on~~ 27/2/65
Recording date:
Friday, 5th February 1965
2100-2252

STATEMENT OF COSTS

	£	s.	d.
a. Artist's Fees (see attached list)	897.	5.	0.
b. Orchestra:	-.	-.	-.
c. Facility Fees:	0.	-.	-.
d. Copyright:	236.	5.	0.
e. Hospitality:	-.	-.	-.
C/P:	1,133.	10.	0.

	£	s.	d.
B/T:	1,133.	10.	0.
g. Design: Studio & SFX	635.	0.	0.
Captions	7.	10.	0.
h. Make-Up and Wardrobe	60.0.0.		
Wardrobe	<u>200.0.0.</u>		
	260.	0.	0.
i. Film:	-.	-.	-.
j. Recording costs:	100.	-.	-.
k. Other costs. John Gura Telesnaps	3.	13.	6.
Petty Cash		10.	0.
	<u>£2,140.</u>	<u>3.</u>	<u>6.</u>

- * Artists under long-term contract but not appearing in this episode

From: Head of Costume Department, Room 3120 T.1.

1000

Subject: DP. WHO TRIES N

1st March 1965

To: Miss V. Lambert

Now that we have completed episode number six of the above series
I find that we are able to return 2175.

J. J. J. J.
(J. J. J. J.)

BJB

Nothing to be written or typed in this margin

VERITY.

1st March, 1967.

Jackie Hill came from rehearsal.

She said she watched last Saturday's episode (M.3.), which was cancelled during last week's holiday. Her name was not on the roller caption.

She said that you had agreed that their names should be on the roller captions even if they weren't in the episode, and she would like her name put in so that it was there if the episode was sold.

Val

SHEpherds Bush

VERITY.

1st March, 1965.

I checked the Projected Arrangements
for Week 13 on Sunday, 1st May,
that the transmission was at
5.50 p.m.

I check with Shirley, who said this
was on account of the Cup Final.

VJ.

Ext.

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'N' EPISODE 6 (23/1/4/3378)

Miss Pauline Mansfield-Clark

1st March 1965

The three walk-on artists from the Denton de Gray Agency are each due for one hour's overtime in excess of that allowed for in their contract, i.e. 3 guineas each for Ken McGarvy, Len Russell and Jane Bowman.

The other artists in this episode are all covered by the overtime allowed for in their original contracts.

Barbara Russell

(for Richard Martin)

Verity Lambert, (505 Union House)

PABX Ext.

"DOCTOR WHO" : N.6.

Organiser, Serials, D.Tel.

1st March, 1965.

We had a 10 minute late start on the above show because there was no lead for the cobweb spraying gun. This took 5 minutes to find and another 5 minutes was occupied in getting it to work properly. We could not go ahead without it, as we had to get a shot for continuity with the previous week's episode.

We did one major retake of a scene because of sound quality. This was at my request since it was the most important scene of the episode, and the Sound Supervisor was most unhappy about the quality of sound throughout.

The other retakes are listed on the P.A.'s report.

vas.

(Verity Lambert)

From:VERITY LAMBERT..... (Producer) 1st March, 1965.....(Date)

Subject: RETENTION OF TAPE AFTER TRANSMISSION

To: Asst. S.Tel.E. Videotape, Rm 2132 T.C., thru' Organiser, Serials,..... (Organiser)
D.Tel. (2 copies)

Copy: Recording Clk., Rm 6058 T.C.

Programme/Insert"DOCTOR WHO".....Serial N.....Episode 6.....23/1/4/3378.....

being taped on26th February, 1965..... Tape No. VT 4T..... 26302.....

for transmission on20th March, 1965.....

must be retained longer than 24 hours after transmission because:

Wanted for possible repeat.

Please therefore hold the tape untilfurther notice..... (a precise date should be given)

I understand it will then be wiped within 24 hours.

(Signed)

Verity Lambert
for (Verity Lambert)

Request noted by Asst. S.Tel.E. Videotape on2 March 1965.....
and this form returned

To: (Producer) through (Org.)

Copy:

File.

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'N' EPS.3-6

Television Accounts

2nd March 1965

The edited duration of Ep.3 (2313/3375) of this serial, which was transmitted last Saturday, 27th February: 1742-1805, was 22'52", of which 1'08" was captions.

The duration of Ep.4 (2314/3376), which will be transmitted next Saturday, 6th March, is 25'50", of which 1'21" is captions.

Ep.5 (2314/3377), to be transmitted on Saturday, 13th March, is 26'10", with 1'20" captions.

Ep.6 (2314/3378), to be transmitted on Saturday, 20th March, is 24'32", with 1'15" captions.

These details complete the six episodes in this particular story of "Dr. Who".

Brian Connell

(for Richard Martin)

Richard Martin, 501 Union House. PABX

"DR. WHO" SERIAL 'N' EP.6 (2314/3378)

Org. Serials D. Tel.

2nd March 1965

The edited duration of this programme is 24'32".

It is due to be transmitted on Saturday, 20th March, from
1740-1805.

Barbara Cornwall
(for Richard Martin)

- 1) Miss Verity Lambert
- 2) Org. Serials D. Tel.
- 3) Richard Martin

Nº 5664

3

DESIGN	DEPARTMENT	BUDGET	ALLOTMENT
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36
37	38	39	40
41	42	43	44
45	46	47	48
49	50	51	52
53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
69	70	71	72
73	74	75	76
77	78	79	80
81	82	83	84
85	86	87	88
89	90	91	92
93	94	95	96
97	98	99	100

FOR DESIGN USE ONLY

PRODUCTION TITLE	PROJECT No.	STUDIO
"J.L. ..."	2514/3378	REVERSON 1

DESIGNER	V.T.R. DATE	WEEK No.	TRANSMISSION DATE	WEEK No.
	2/2/65		20/2/65	12

Design Department Allocation :	* First— Special Effects xxx Supplementary —	£ 1,018.1.0
--------------------------------	--	-------------

^a Delete which does not apply.

Issued by for Richard Martin Producer.

Date of Issue..... 1st March 1965.....

DISTRIBUTION

Copies 1 and 2 to Costing Unit Room 481
Copy 3 retained by Producer

Programme Recording Form

TRANSMISSION DATE

To. PRESENTATION DESK Room 4093 TC (Copies A & B)
HEAD OF PRODUCTION UNIT (Copy C)
PRODUCTION FILE (Copy D)

Sat. 5th March 1965

TITLE OF PROGRAMME "DR. WHO" SERIAL 'N' EPISODE 4	RECORDING NUMBER VT/4T/26056	COPY D
SUB-TITLE 'Crater of Needles'	PROJECT NUMBER 23/1/4/3376	
PRODUCER OR PERSON RESPONSIBLE Name RICHARD MARTIN Office Tel. No. Home Tel. No.		

GROUP & PROGRAMME UNIT RESPONSIBLE
Serials Department, Drama Group

PRODUCTION DETAILS

1. Overall Duration 25'50"

2. Opening sequence details 'Dr. Who' opening film title 25"

3. Closing sequence details—with duration from specified shot or
if applicable, Roller Caption Duration from start of Roller to end of Programme
(Please specify if any Sound or Vision AFTER Roller)

End grams. with Trail slide, Roller and 2 credit slides: 56"

4. Script ~~XXXXXXXXXX~~ Enclosed to follow already forwarded. (Please delete as required)

5. Remarks All outdoor shots are taken with Vaseline lens
filters on the cameras to produce a streaking,
hazy effect.

Please delete
inappropriate
Channel :-

CH. 1	CH. X2
----------	-----------

FROM:

TO:

Organiser, Serials, Drama Tel.

(two copies)

PROGRAMME:

Transmission or

Recording date:

STATEMENT OF COSTS

£ s. d.

a. Artist's Fees (see attached list)

1504 - 7 - 0

b. Orchestra:

c. Facility Fees:

d. Copyright:

236 - 5 - 0

e. Hospitality:

~~1723 15 - 0~~
1740 12 - 0

g. Design: Studio + SFX
 Better Capt 5-10-0
 12 x 9 illus. 5-0-0
 5 Slides 2-10-0

£ s. d.
 1740-12-0
 635-8-0
 13-0-0

h. Make-Up and Wardrobe: 60-0-0
 Wardrobe 200-0-0

260-0-0

i. Film:

j. Recording costs:

100-0-0

k. Other costs. ?
 Kirby's Flying Baller
 Fan photos
 John Cline
 Petty Cash

54-12-0
 3-2-6
 3-13-6
 2-0-0
 27-12-7
 28-12-0-0

FROM:

TO: Organiser, Serials, Drama Tel. (two copies)

PROGRAMME:

EP. 4

Transmission or
recording date:

FEEs

Artist's Name:

WILLIAM HARTNELL
WILLIAM RUSSELL
JACQUELINE HILL
MAUREEN O'BRIEN
ROSLYN DE WINTER
ARNE GORDON
JOLYON BOOTH
JOCELYN BIRDSALL
IAN THOMPSON
BARBARA JOSS
MARTIN JARVIS
ROBERT JENNEL
GERALD TAYLOR
KEVIN MANER
JOHN SLOTT MARTIN
JACK PITT
HUGH LUND
CATHERINE FLEMING

+ Bestad (3 days)

Initial contract	Supplementary		Total
	Fittings	Overtime	
1111 - 11 - 0		6 - 6 - 0	53 - 11 - 0
47 - 5 - 0			
1159 - 4 - 0	1 - 1 - 0	264 - 2 - 0 344 - 2 - 0	1444 - 7 - 0 41 1504 - 7 - 0

FROM: RICHARD MARTIN, 501 Union House. PABX

TO: Organiser, Serials, Drama Tel. (two copies)

PROGRAMME: "DR. WHO" SERIAL 'N' EP.4
(23/1/4/3376)

Transmission on 6/2/1965
Recording date:
Friday, 12th February 1965
2030-2145

STATEMENT OF COSTS

	£	s.	d.
a. Artist's Fees (see attached list)	1,504.	7.	0.
b. Orchestra:	-.	-.	-.
c. Facility Fees:	-.	-.	-.
d. Copyright:	236.	5.	0.
e. Hospitality:	-.	-.	-.
	<hr/>		
C/P:	1,740.	12.	0.

	B/F:	£	s.	d.
		1,740.	12.	0.
g. Design: Studio & SFX		635.	0.	0.
Captions		13.	0.	0.
h. Make-Up and Wardrobe:		60.	0.	0.
Wardrobe		200.	0.	0.
i. Film:		-.	-.	-.
j. Recording costs:		100.	0.	0.
k. Other costs.				
Kirby's Flying Ballet		54.	12.	0.
Fan photos.		3.	2.	6.
John Cura Telesnaps		3.	13.	6.
Petty Cash		2.	0.	0.
		<hr/>		
		£2,812.	0.	0.
		<hr/>		

Friday, 12th February 1965
2030-2145

Initial contract	Supplementary		Total
	Fittings	Overtime	
1,159. 4.0.	1.1.0.	344.2.0.	1,504. 7.0.

TELEVISION RECORDING REQUEST

PART ONE

From: Asst. P.S.M. Tel. E. (Producer), Dated: 9th March 1965

To: Telerecording Clerk, Room 6059, Main Block T.C.

A. REQUEST FOR 35 mm RECORDING/TRANSFER

(Delete as appropriate)

Production:

No: 35/ /

(To be filled in by
Telerecording Clerk)

Date:

With Sepmag } Delete as
Without Sepmag } appropriate

B. REQUEST FOR 16 mm RECORDING

Production:

Dr. Who 'N' 6/6

No: 16/16/26302

(To be filled in by
Telerecording Clerk)

Date: 20.3.65.

With Sepmag ~~Direct Positive~~ } Delete as
Without Sepmag Negative Positive } appropriate

C. REQUEST FOR TAPE RECORDING/TRANSFER

(Delete as appropriate)

Production:

No: VT/ /

(To be filled in by
Telerecording Clerk)

Date:

NOTE: The tape will be wiped within 24 hours of transmission/transfer
unless (a) instructed under 'K' below, or (b) a separate
request for retention is issued after transmission.

D. SOURCE OF 35/16/Tape Recording/Transfer

(Delete as appropriate)

: P as B

Direct Feed.

E. LENGTH OF PROGRAMME

or NUMBER AND LENGTH OF INSERTS

: 25 min.

F. RECORDING TIME

(Delete as appropriate)

: 1755-1820

G. REHEARSAL TIME

(To be filled in only when rehearsal of a tape insert is involved)

H. DATE AND TIME OF TRANSMISSION

I. CHARGE TO

(Applicable to 35/16 mm bookings only)

: 43781

K. SPECIAL INSTRUCTIONS

: Please record on full information system.

Signed: (Producer) Kevin Roberts (Organizer)

PART TWO

From: Telerecording Clerk

To: (35/16 mm bookings)

Organizer; Telerecording Manager; Telerecording Editor; Mr. Ivor Smith; Studio Bookings; Film Library;
Film Costing Dept.; TEL. O & M

(Tape bookings)

Organizer; Mr. West; Telerecording Manager; Studio Bookings; Film Library; Mr. Ivor Smith;
TEL. O & M

The above booking has been accepted as per details/amended details, shown in Part One.

(Signed) K. Hasler Date: 10.3.65

Programme Recording Form

TRANSMISSION DATE

To. PRESENTATION DESK Room 4093 TC (Copies A & B)
HEAD OF PRODUCTION UNIT (Copy C)
PRODUCTION FILE (Copy D)

Sat. 13th March 1965

TITLE OF PROGRAMME "DR. WHO" SERIAL 'N' EPISODE 5		RECORDING NUMBER VT/4T/26129	COPY D
SUB-TITLE Invasion		PROJECT NUMBER 2314/3377	
PRODUCER OR PERSON RESPONSIBLE Name RICHARD MARTIN Office Tel. No. Home Tel. No.			
GROUP & PROGRAMME UNIT RESPONSIBLE Serials Department, Drama Group			

PRODUCTION DETAILS

1. Overall Duration 26'10" (VT timing)
2. Opening sequence details 'Dr. who' opening film title 25"

3. Closing sequence details—with duration from specified shot or
if applicable, Roller Caption Duration from start of Roller to end of Programme
(Please specify if any Sound or Vision AFTER Roller)

Closing music with Trail Slide, Roller & 2 credit slides: 55"

4. Script ~~XXXXXXXXXX~~ already forwarded. (Please delete as required)

5. Remarks All outdoor shots are taken with Vaseline'd lens
filters on the cameras to produce a streaking,
hazy effect.

Please delete
inappropriate
Channel :-

CH. 1	CH. 2
----------	----------

FROM:

TO: Organiser, Serials, Drama Tel. (two copies)

PROGRAMME: Transmission or
Recording date:

STATEMENT OF COSTS

£ s. d.

a. Artist's Fees (see attached list)

1271 - 4 - 0

b. Orchestra:

c. Facility Fees:

d. Copyright:

236 - 5 - 0

e. Hospitality:

1507 - 9 - 0

g. Design:

£ s. d.
1507-9-0
680-0-0
8-0-0

h. Make-Up and Wardrobe: 60-0-0
Wardrobe 200-0-0

260-0-0

i. Film:

j. Recording costs:

100-0-0

k. Other costs.

Hire of 27-11-62 22-0-0
John Cuna 3-13-6
Petty Cash. 10-0

26 -3 6

2581 -12 6

TO: Organiser, Serials, Drama Tel. (two copies)

EP. 5

Artist's Name:	Initial contract	Supplementary		Total
		Fittings	Overtime	
WILLIAM HARTNELL			2-2-0	
WILLIAM RUSSELL			2-2-0	
JACQUELINE HILL			2-2-0	
MAUREEN O'BRIEN			2-2-0	
ARNE GORDON			12-2-0	
JOLYON BOOTH			12-2-0	
JOCELYN BIRDSALL			2-2-0	
MARTIN JARVIS			2-2-0	
ROSLYN DE WINTER			2-2-0	
IAN THOMPSON			2-2-0	
BARBARA JOSS			2-2-0	
BARBARA JOSS				
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> CATHERINE PUGHING contacted but not appearing in sp. </div>				
ROBERT JENELL				
GERALD TAYLOR				
KEVIN HANSEN				
JOHN SCOTT MARTIN				
JACK PITT				
HUGH LUND.				
	1143 -9 -0		127-15 0	1271 4 20

FROM: RICHARD MARTIN, 501 Union House. PABA

TO: Organiser, Serials, Drama Tel. (two copies)

PROGRAMME: "DR. WHO" SERIAL '1' EPISODE 5
 (23/1/4/3377) Transmission ~~on~~ 13/3/65
 Recording date:
 Friday, 19th February 1965
 2030-2145

STATEMENT OF COSTS

	£	s.	d.
a. Artist's Fees (see attached list)	1271.	4.	0.
b. Orchestra:	-.	-.	-.
c. Facility Fees:	-.	-.	-.
d. Copyright:	236.	5.	0.
e. Hospitality:	-.	-.	-.
	<hr/>		
C/V:	1507.	9.	0.

	£	s.	d.
B/F:	1507.	9.	0.
g. Design: Studio & SFX	680.	0.	0.
Captions	8.	0.	0.
h. Make-Up XXXXXXXX 60.0.0.			
Wardrobe <u>200.0.0.</u>	260.	0.	0.
i. Film:	-.	-.	-.
j. Recording costs:	100.	0.	0.
k. Other costs.			
Hire of 27" Monitor 22.0.0.			
John Cura - Telesnaps 3.13.6.			
Petty Cash <u>10.0.</u>	26.	3.	6.
	<u>£2581.</u>	<u>12.</u>	<u>6.</u>

TO: Organiser, Serials, Drama Tel. (two copies)

Transmission ~~for~~ 13/3/65

recording date:

Friday, 19th February 1965
2030-2145

FEES

WILLIAM HARTNELL
WILLIAM RUSSELL
JACQUELINE HILL
MAUREEN O'BRIEN
ARNE GORDON
JOLYON BOOTH
JOCELYN BIRDSALL
MARTIN JARVIS
ROSLYN DE WINTER
IAN THOMPSON
BARBARA JOSS
ROBERT JEWELL
GERALD TAYLOR
KEVIN MANSEY
JOHN SCOTT MARTIN
JACK PITT
HUGH LUND

Artist contracted
for the episode
but not appearing:
CATHERINE FLEMING

WALK-ONS (from
Denton de Gray)

LEN RUSSELL
JANE BOWMAN
KEN McGARVY

Initial contract	Supplementary		Total
	Fittings	Overtime	

VERITY. - on return. 17th March, 1965.

Shirley in Terry Cook's office rang to say she had had a bill in for £42.0s.0d. for steel tubing, and which project no. should she charge it to?

This was Serial N, Episode 6.

I have told Shirley this and added this amount on to the costs.

Val.

Ext.

AUDIENCE RESEARCH FIGURES

Serial N.

13.2.65	Week 7	Episode 1	Reaction Index Audience	56% 27%
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20.2.65	Week 8	Episode 2	Reaction Index Audience	53% 25%
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27.2.65	Week 9	Episode 3	Reaction Index Audience	53% 25%
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6.3.65	Week 10	Episode 4	Reaction Index Audience	49% 26%
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13.3.65	Week 11	Episode 5	Reaction Index Audience	48% 24%
---------	---------	-----------	----------------------------	------------

20.3.65	Week 12	Episode 6	Reaction Index Audience	42% 23%
---------	---------	-----------	----------------------------	------------

39 feet
opening
title
31 feet
trailer
from Ep.5

ON FILM (specially dubbed)

Ron Grainer and the BBC Radiophonic Workshop	Opening title	Ron Grainer	25
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ON TAPE

Ron Grainer as above	Closing titles	Ron Grainer	49
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Programme Recording Form

TRANSMISSION DATE

To. PRESENTATION DESK Room 4093 TC (Copies A & B)
HEAD OF PRODUCTION UNIT (Copy C)
PRODUCTION FILE (Copy D)

Saturday, 20th March

TITLE OF PROGRAMME "DR. WHO" SERIAL 'N' EPISODE 6		RECORDING NUMBER VI/41/26302	COPY D
SUB-TITLE 'The Centre'		PROJECT NUMBER 2314/3378	
PRODUCER OR PERSON RESPONSIBLE Name RICHARD MARTIN Office Tel. No. Home Tel. No.			
GROUP & PROGRAMME UNIT RESPONSIBLE Serials Department, Drama Group.			

PRODUCTION DETAILS

1. Overall Duration 24'32"

2. Opening sequence details 'Dr. Who' opening film title 25"

3. Closing sequence details—with duration from specified shot or
if applicable, Roller Caption Duration from start of Roller to end of Programme
(Please specify if any Sound or Vision AFTER Roller)

Closing music covering end of trail slide,
Roller, and 2 credit slides: 49"

4. Script ~~Forwarded to film~~ already forwarded. (Please delete as required)

5. Remarks This is the last episode of the story using
Vaseline'd lens filters on the outdoor shots.

Please delete
inappropriate
Channel :-

CH. 1	CH. 2
----------	----------

FROM:

TO:

Organiser, Serials, Drama Tel.

(two copies)

PROGRAMME:

E.P 6.

Transmission or
Recording date:

STATEMENT OF COSTS

£ s. d.

a. Artist's Fees (see attached list)

1124 - 11 - 0

b. Orchestra:

- - -

c. Facility Fees:

- - -

d. Copyright:

236 - 5 - 0

e. Hospitality:

1360 - 16 - 0

		£	s.	d.
g. Design:	Studios + SFX	1360	-	16-0
	Captains	1653	-	1-0
		13	-	0-0

h. Make-Up and Wardrobe:	40-0-0
Wardrobe	25-0-0

i. Film:

j. Recording costs:

100 - 0 - 0

k. Other costs.

John Cune	3-13-6
Petty Cash	<u>1-10-0</u>

5 3 - 6

1
h

3197	0	-6
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FROM:

TO: Organiser, Serials, Drama Tel. (two copies)

PROGRAMME:

EP. 6.

Transmission or
recording date:

FEEES

Artist's Name:

Initial contract	Supplementary		Total
	Fittings	Overtime	
WILLIAM HARTNELL			
WILLIAM RUSSELL			
JACQUELINE HILL			
MAUREEN O'BRIEN			
JOLYON BOOTH			
MARTIN JARVIS			
ROSLYN DE WINTER			
JOCELYN BIRDSALL			
ARNE GORDON.			
ROBERT JEWELL			
GERALD TAYLOR			
KEVIN JANSEN			
JOHN SCOTT MARTIN			
JACK PITT			
HUGH LUND			
CATHERINE FLETCHING			
1067-17-0		56-14-0	1124 11-0

FROM: RICHARD MARTIN, 501 Union House. PABX

TO: Organiser, Serials, Drama Tel. (two copies)

PROGRAMME: "DR. FRO" SERIAL 'A' EP.6 Transmission on 20/3/1965
 (23/1/4/3378) Recording date:
 Friday, 26th February 1965
 2130-2300

STATEMENT OF COSTS

	£	s.	d.
a. Artist's Fees (see attached list)	1,124.	11.	0.
b. Orchestra:	-.	-.	-.
c. Facility Fees:	-.	-.	-.
d. Copyright:	236.	5.	0.
e. Hospitality:	-.	-.	-.
	<hr/>		
C/P:	1,360.	16.	0.

		£	s.	d.
	B/F:	1360.	16.	0.
g.	Design: Studio & SFX	1653.	1.	0.
	Captions	13.	0.	0.
h.	Make-Up XXXXXXXXXX	40.	0.	0.
	wardrobe	25.	0.	0.
i.	Film:	-.	-.	-.
j.	Recording costs:	100.	0.	0.
k.	Other costs. John Cura - Telesmps	3.	13.	6.
	Petty Cash	1.	10.	0.
		<hr/>		
		£3,197.	0.	6.
		<hr/>		

"DR. WHO" SERIAL 'N'

Original budget: £2,320

Second budget: £2,256

Actual costs: Ep.1 2,990
Ep.2 2,258
Ep.3 2,140
Ep.4 2,812
Ep.5 2,582
Ep.6 3,197

£15,979

Averages: £2,663 per ep.

Budget for studio design: £2,700

Actual £2,380

Budget for SFX £1,500

Actual £2,838.1.0.

Richard Martin, 501 Union House. PABX

2nd April 1965

"DR. WHO" SERIAL 'N' EPISODES 1-6 (2314/3514-9)

Allocations Office through Org. Serials D. Tel.

Copy to: Miss Verity Lambert

Could you please arrange for us to have the use of the fifth camera in Riverside 1 on Fridays from Week 17 to Week 22 inclusive, i.e. 30th April, 7th, 14th, 21st and 28th May, and 4th June?

Barbara Cunnell
(for Richard Martin)

AN AUDIENCE RESEARCH REPORT

(Week 12)

DR

VR/65/150

DR. WHO

The Centre

Designer: John Wood

Producer: Verity Lambert Director: Richard Martin

Saturday, 20th March, 1965. 5.55-6.20 pm, BBC 1

1. Size of audience (based on results of the Survey of Listening and Viewing.)

It is estimated that the audience for this broadcast was 23% of the population of the United Kingdom. Thank Your Lucky Stars on ITV at the time was seen by 19%.

2. Reaction of audience (based on questionnaires completed by a sample of the audience. This sample, 422 in number, is the 20% of BBC 1 Viewing Panel who saw all or most of the broadcast.)

The reactions of this sample of the audience were distributed as follows:-

A+	A	B	C	C-
%	%	%	%	%
5	16	36	27	16

giving a REACTION INDEX of 42, well below the average (55) for previous programmes in the present series of Dr. Who.

3. 'Thank goodness this particular story is finished', commented a Quantity Surveyor from the substantial number of the sample for whom this episode had scant appeal. It also appeared that many viewers had found this last set of adventures centring round the Web Planet something of a disappointment, less arresting and entertaining than other Dr. Who stories they had seen, ridiculous to the point of being ludicrous, 'silly instead of gripping', it was sometimes maintained - 'Dr. Who is one of my favourite programmes, but just recently and especially the last episode, it seemed to become too stupid and I just couldn't get interested'. The whole series based on the Zarbies was 'like a third-rate kiddies' pantomime', according to a Library Assistant. Quite a few of the sample in criticizing this particular episode gave it as their opinion that Dr. Who as a series had deteriorated, lost its entertainment value and should be rested or 'scrapped'. Plainly, ideas were running out.
4. This particular episode was further criticised as rather confusing - 'just a collection of disjointed sequences which made the plot difficult to follow'. There were also suggestions by a few on behalf of children that the adventure would alarm the younger ones, although instances of this having happened were not given. In contrast, a Police Officer whose children 'would not miss Dr. Who for anything', gained an impression that the series had been 'toned down so that children are not frightened - much to the disgust of the children'.

(continued)

DR. WHO (Week 12) (Continued)

5. A fairly large number of the sample, even if they were of the opinion that the episode fell below expectations, found it reasonably entertaining, and a few, less than a quarter, seemed quite intrigued - 'The Menoptra, Zarbies etc were most appealing. I adore science fiction, so anything pleases me in this line'; 'we always start off by saying how stupid this is and how far-fetched, but we always watch it and end up by sitting on the edges of our seats and thoroughly enjoying it, especially this one'.
6. A number of listeners in the sample did not seem to think much of the acting - that it was 'very clumsy and the figures were too cumbersome' was one comment - and this tied up with some criticisms of the costumes, 'about the corniest yet' one Housewife considered whilst another declared 'even the children were critical of the centipedes' costumes. They looked like something left over from a children's fancy-dress party'. Settings and scenery were not up to much either, it was sometimes said - 'A lot was rather obvious fake stuff'. Some viewers objected to a blurring in some of the scenes which 'made watching a bit uncomfortable'. Nevertheless most of the sample considered the performance and various aspects of the production quite good, and a number declared themselves well pleased. Roslyn de Winter was congratulated by a Draughtsman on her management of the insect movements, 'very difficult theatre', and other viewers drew attention to clever and original costumes ('the costumes and make-up departments must have had a hilarious time with this series') and well-devised and effective settings.

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of the BBC

Audience Research Department
23rd April, 1965

MB/EML